

WOODSTOCK PUBLIC LIBRARY

Policy Manual

Section: 8. Public Services

Subsection: 8.1 Public Use of Library Facilities

Paragraph: 8.1.6 Trespass Notices

Statement of Policy: This Policy provides the authority and rules for the issuance, appeal and revocation of trespass notices.

Trespass notices are issued by the Chief Executive Officer on behalf of the Board and under the authority of the Public Libraries Act, R.S.O. 1990, c. P.44 and the Trespass to Property Act, R.S.O. 1990, c. T.21. The Public Libraries Act, s 23 (4) © gives the Board the legal authority to make rules “for the exclusion from the library of persons who behave in a disruptive manner or cause damage to library property”.

The issuance, appeal and revocation of trespass notices will be subject to the following rules:

1. A trespass notice may be issued to persons who behave in a disruptive manner or cause damage to library property;
2. A trespass notice may be issued to persons who violate the Library Board’s Rules of Conduct;
3. A trespass notice will be issued by registered mail or hand delivered;
4. A trespass notice may be issued for a period of from one month to an indefinite period;
5. Trespass notices will be issued by the Chief Executive Officer and his/her designate;
6. A person issued with a trespass notice may appeal the notice by requesting in writing to appear before the Board to give reason why the notice should be revoked;
7. An appeal to revoke a trespass notice issued to a minor must be made by the appellant in the company of their parent or legal guardian.

Effective Date: November 15, 2010

Motion No. / Date: 10-56

Amended Dates: November 15, 2010

Responsibility: Chief Executive Officer