

# Ontario Public Library

## Policy 4002.2

### SUSPENSION OF PATRON ACCESS

The purpose of suspending patron access is to address the inappropriate behavior of a patron and to remove the individual from the Library environment where members of the public and staff are affected.

Library staff are authorized to suspend library privileges of patrons for up to one week for violations of the library's Public Safety Policies (P4002, P4002.1). Suspension can include banning patrons from entering the library.

Notice of the suspension of privileges may be given orally by staff for suspensions up to a week.

Staff must submit a signed and written report to the Director no later than the next library business day whenever a patron's privileges have been suspended under this policy. The report will include the name of the patron, the name of the parent or guardian, if the patron is under 18 years of age, the date and description of the incident, and the length of time the privileges have been suspended.

Suspensions of privileges for longer than a week must be communicated to the patron in writing by the Director or the Director's designee. For patrons under the age of 18, written notice shall be to the parent or care-giver of the patron/member.

Staff have the right to inform any patron whose privileges have been suspended or revoked that the suspension or revocation forbids entry to the library's premises, and that such entry will be considered trespass. The Library staff reserves the right to call the police and take legal action.