

Responding to Library Use and Conduct Violations

To aid in the equitable application of the Library Use and Conduct Policy (“the Policy”), suspension guidelines have been developed to promote consistency and transparency when Policy violations are addressed.

1. General Information

When a violation of the Policy occurs, the Kingston Frontenac Public Library (“the Library”) has discretion in determining whether a person’s library privileges will be suspended and the duration of the suspension.

- Library privilege suspensions apply to the premises of all sixteen branches of the Kingston Frontenac Public Library and to online services. Blocks will be placed on library cards, where applicable, for the duration of the suspension (see [Section 6](#)).
- Any person whose privileges have been suspended has the right to appeal the suspension or a refusal to reinstate Library privileges (see [Section 7](#)).
- The Library is committed to reviewing the Policy and its application on a regular basis to support fair and equitable access for all.

2. Minor Violations

2.1. Leave for the Day

A person may be asked to leave for the day if disregard for the Policy continues after they have been informed of a minor Policy violation and been given the opportunity to change their behaviour.

Violations that may result in a request to leave for the day include, but are not limited to:

- Misuse of library facilities, materials or furniture;
- Sleeping;
- Bringing equipment, other than assistive devices, such as bicycles or other wheeled items into a branch;
- Disruptive behaviours;
- Canvassing or soliciting;
- Refusal to comply with a reasonable request from staff or security personnel.

2.2. Two-Week Suspension

A two-week suspension may be issued for repeated minor violations of the Policy as outlined in [Section 2.1](#), or for Policy violations such as:

- Cutting, tearing, defacing, breaking or damaging library materials;
- Viewing harmful or inappropriate internet content;
- Using insulting language or profanity.

A two-week suspension will be issued for:

- Being intoxicated on library premises.

3. Major Violations

3.1. Three-Month Suspension

A three-month suspension may be issued for repeated minor violations of the Policy where a two-week suspension has previously been issued.

A three-month suspension will be issued for policy violations such as:

- Harassment, malicious damage to library or staff property or equipment;
- Use of discriminatory language;
- Safety concerns, such as tampering with safety equipment or refusal to keep emergency exits or aisles clear;
- Repeated or aggravated delay of branch closing;
- Theft of staff or patron property or equipment;
- Unauthorized recording of other patrons or vulnerable people (e.g., children).

3.2. Six-Month Suspension

A six-month suspension may be issued for repeated violations of the Policy where a three-month suspension has previously been issued.

A six-month suspension will be issued for policy violations such as:

- Attempted physical assault or aggressive movement;
- Threatening violence (verbal or gesture);
- Masturbation, indecent exposure or other sexual activity;
- Sexual harassment;
- Preparing, selling or using alcohol, cannabis or illegal substances on library premises;
- Use of library computers for illegal activities.

3.3. Indefinite Suspension

An indefinite suspension may be issued for repeated major violations of the Policy where a six-month suspension has previously been issued.

An indefinite suspension will be issued for major violations of the Policy that include:

- Physical assault;
- Sexual assault;
- Threatening violence with a weapon.

4. Trespass Notices

When a violation of the Policy results in a suspension of library privileges, staff will inform the person of how they violated the Policy and will inform them that they are suspended from the premises of all branches of the Kingston Frontenac Public Library according to the guidelines listed above.

A Trespass Notice will be created and provided to the person. The notice will include:

- The period of suspension and the date they can return to the Library.
- A notification that they have the right to appeal and information on the appeals process.
- Notice that there may be a further review of the incident and additional action may be taken, including a possible extension of the suspension.

Refusal to accept a Trespass Notice or a lack of awareness of a Trespass Notice does not nullify the validity of a suspension.

5. Record Keeping and Reporting

Any violation of the Policy that results in someone being asked to leave the Library will be recorded in an internal "Incident Report." This report may include relevant personal information of the parties involved for the purpose of internal data collection, to allow for any necessary follow-up and for identification (name, physical description, and/or image).

Depending on the severity of the Policy violation, Police reports may be filed, and copies of Trespass Notices may be shared with other parties, as appropriate.

6. Right to Appeal

A person has the right to appeal each suspension once during the period of suspension using the appeal process described below.

- Appeals should be in writing, using the KFPL Request for Reinstatement of Library Privileges form (available on the Library website), or by writing a letter or e-mail with the following information:
 - ↳ Name
 - ↳ Contact information
 - ↳ Location and date of the suspension

↳ Reason for the appeal

- In exceptional circumstances, appeals may be made via telephone call.
- A person's library privileges shall not be reinstated during the appeal process.
- Decisions on appeals will be made and communicated by the Chief Librarian/CEO or designate within 30 days from the date of receipt. The decision of the Chief Librarian/CEO shall be final.

7. Reinstatement of Library Privileges

For most violations of the Policy, a person who has committed a violation resulting in suspension will be informed of the date they can return to the premises. Some violations, such as physical or sexual assault, or threatening violence with a weapon, will result in an indefinite suspension.

7.1. Suspension of 6-months or Less

A person who has been served a Trespass Notice for a two-week or three- or six- month period may return to the premises on or after their specified return date.

Upon their return, the Library may conduct a re-entry conversation that reminds the individual of relevant rules and expectations.

7.2. Indefinite Suspensions

A person who has been served an indefinite Trespass Notice for major and/or repeated serious violations of the Policy must apply to the Chief Librarian/CEO for reinstatement of library privileges.

- Reinstatement requests will only be considered after a minimum of six months has passed since the Trespass Notice was issued.
- Reinstatement requests should be submitted in writing, using the KFPL Request for Reinstatement of Library Privileges form (available on the Library website), or by writing a letter or e-mail that contains the following information:
 - ↳ Name
 - ↳ Contact information
 - ↳ Location and date of the suspension
 - ↳ Reasons for requesting reinstatement
- In exceptional circumstances, reinstatement requests may be made via a scheduled telephone call.
- Decisions on reinstatement requests will be made and communicated by the Chief Librarian/CEO or designate within 30 days from the date of receipt.

- ↳ Where a reinstatement request is denied, the person will be provided with a date after which they may re-apply.

8. Appeal and Reinstatement Criteria

The Library uses the following criteria when determining whether to grant an appeal or the reinstatement of library privileges:

- The safety of the public and library staff and the circumstances surrounding the suspension.
- The person's record of compliance with the Policy.
- The person's reasons for appealing their suspension or seeking reinstatement, as well as other mitigating factors.
- Whether the suspension was issued in accordance with the provisions of this Procedure.

9. Suspension Violations and Extensions

The Chief Librarian/CEO or designate may extend a suspension period if an individual continues to attempt re-entry during the period of suspension, after having been made aware of their suspension. The length of the extension will depend on the frequency of re-entry attempts and whether additional Policy violations occurred during the re-entry attempt(s). An updated, written Trespass Notice will be issued when a suspension is extended.

The Chief Librarian/CEO may extend the suspension period for an indefinite period and/or refuse to reinstate the library privileges of a person requesting reinstatement.

10. Document Control

Last Reviewed: March 2025

Next Review: March 2026 or as required