



## Request for Reinstatement of Library Privileges

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

- a) The safety of the public and Library staff and the circumstances surrounding the exclusion
- b) The past behaviour of the person making the application with regard to the Rules of Conduct
- c) The person's reasons for appealing his or her exclusion or seeking reinstatement, as well as other mitigating factors
- d) Where applicable, whether the person has reimbursed the Library for all expenses incurred as a result of the person's actions.
- e) Whether the exclusion procedures were applied in accordance with the provisions of this Policy.

### Reason (select one)

- Appeal an Exclusion
- Request Reinstatement of Library Privileges after 12 months
- Appeal a Denial of Reinstatement of Library Privileges after 12 months

### Contact Information

*First Name	Middle Name	*Last Name	
*Street:		City:	Postal Code:
Phone number:		Alternate Phone number:	
Library Card Number:			

\*Mandatory Fields

### Location and date of the exclusion

Location:
Date:

### Reason for the appeal/request for reinstatement (attach additional pages to form if needed)

Additional pages attached

Signature:	Date:
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**Instructions:** Please submit your completed form to the person and address that is provided in your exclusion letter. If you no longer have your exclusion letter, please submit this request to the City Librarian's Office at 789 Yonge Street, Toronto ON, M4W 2G8.