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## Admaston/Bromley Public Library



Policy Type: **Operational**

Policy Number: **OP - 17**

Policy Title: **Code of Conduct Policy**

Policy Approval Date: **March 2016**

Policy Review Date: **March 2019**

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Your public library is a community space. Respectful sharing of the library makes it a great experience for everyone. We ask patrons to be considerate of one another and behave in a way that does not disrupt others. The code of conduct policy helps to make sure that the library is a safe, welcoming, and comfortable environment. Library staff make every effort to apply these rules in a fair, dignified, and positive manner for the benefit of all. Programs are defined as any group activity offered to the public that staff coordinate, plan and/or present.

### The following are NOT allowed:

- Harassment, assaults or use of insulting, discriminatory, or threatening language to any library patron or staff member. This rule applies to behaviour both in person, via email or internet, or over the telephone.
- Vandalism, theft or weapons. This includes: changing passwords or homepages on the library's computers; ripping articles out of magazines and/or books; copying audiovisual material; defacing library property.
- Disruptive behaviour, obscene language or any other unacceptable behaviour.
- Intoxicated individuals or anyone who can be seen as a threat to public health and safety or who does not maintain an acceptable standard of personal hygiene.
- Soliciting.
- Eating and drinking are not permitted except in designated areas and upon designated occasions.
- Animals are not allowed in the Library unless they are service animals or part of an approved program.
- Unaccompanied children ages 10 and under.
- Cell phones must be placed on silent ring while in the Library and conversations shall be respectful of others.
- There is no sleeping or loitering in the Library nor is placing feet/shoes/boots on tables and/or chairs acceptable.
- Patrons are not allowed in areas designated as "Staff" unless accompanied by an authorized staff member.
- Receiving or displaying online text, images, graphics or materials which are illegal, obscene, or offensive. Patrons using their own computers in the Library are to comply with the Library's Internet Service Policy.
- Members of the public must open all bags, books and papers for inspection if requested by staff.
- Members of the public are to wear appropriate public attire in the Library. Use of roller blades, skate boards, etc. are not permitted in the Library.
- Photographing, filming or videotaping the Library interior, Staff and patrons in attendance at the Library and/or displays must be authorized by the Chief Librarian or, in her absence, one of the full-time staff.

### Consequences of Non-Compliance:

1. Individuals who engage in any unacceptable behaviour, as defined in this policy may, depending on the severity, receive one warning or be banned immediately from the premises and if necessary, be placed under suspension for a period of time. The suspension may apply to all programs, facilities, properties and services if warranted. Length of suspension will be determined by the CEO or her/his designate and will depend on the severity of the situation.
2. Most incidents that result in a suspension or banning from programs, facilities, properties and services will be followed up by a written Trespass to Property notice.
3. Library staff will be notified of individuals who are banned or who have received a letter of trespass.
4. Incidents may be reported to the Ontario Provincial Police and charges may follow.

### Appeal Process:

1. Individual(s) wishing to appeal any disciplinary measure may present their case to the CEO in writing within 14 days of the decision. The written appeal must be mailed to: **Admaston/Bromley Public Library, Attention: CEO, P.O. Box 130, Douglas ON K0J 1S0**
2. The CEO, in consultation with the Library Board, will review the appeal and any decision made is final.
3. These rules are enforceable under the Ontario Public Libraries Act, the Ontario Trespass to Property Act, the Criminal Code and other legislation.