

Rules of Conduct Policy

1. Introduction – Conduct while on Library Premises

This policy sets out rules of conduct for individuals who are on the Library premises

1.1. Definitions

“Library” shall mean The St. Marys Public Library

“Board” shall mean the Library Board of the St. Marys Public Library

“CEO” shall mean the Chief Executive Officer of the St. Marys Public Library

2. Principle

This Policy is designed to ensure that each Library user experiences a welcoming environment conducive to Library use, whether that use is reading, computer use, studying or participating in a Library program.

In addition to this policy, the Library supports and is supported by federal and provincial legislation and regulations and municipal bylaws which govern public conduct, including but not limited to:

- Copyright Act and other legislation governing intellectual property;
- Criminal Code of Canada and other legislation governing public conduct;
- Ontario Child and Family Services Act and other legislation governing the rights of children;
- Trespass to Property Act;
- Ontario Human Rights Code;
- Accessibility for Ontarians with Disabilities Act.

3. Clarification of Acceptable Behaviour

Individuals using Library services and resources are expected to act with respect and consideration for others and for Library property.

The following rules have been developed to clarify acceptable behaviour in the Library:

- Behaviour and language that is disruptive, intrusive, lewd, abusive, harassing or threatening to Library users or staff is not permitted.
- Use of illicit drugs, smoking or unauthorized use of alcohol or intoxication from such substances is not permitted on Library premises.
- Individuals using electronic devices are expected to act in consideration of others by speaking quietly.
- Service animals assisting persons with disabilities are welcome in the Library in

accordance with the Accessibility Policy. Other animals are not permitted inside Library facilities or within three metres of any door.

- Appropriate attire, including shirts and footwear, is required.
- Weapons of any kind are not permitted on Library property.
- Damage, misuse, or theft of Library materials, equipment, and property is not allowed.
- Interfering with the designated use of computers and networks is also not allowed.
- Members of the public are not allowed in “Staff Only” areas without permission.
- Library users must open all bags, books, and papers for inspection if requested by staff.
- Children requiring supervision must not be left unattended on Library premises. Guidelines are provided in the Children’s Services Policy.
- Posting notices, distributing circulars or petitions, soliciting, or engaging in any commercial activity on Library property requires prior written approval in accordance with the Community Information Policy.
- Photographing, filming, or video recording on Library property must not be conducted without prior approval of the Library CEO or the staff member acting as CEO designate.
- Improper use of the computer facilities including the wireless service, as outlined in the Public Internet Use Policy, is not permitted.
- Library users using photocopier must adhere to Copyright Act.
- Library users must leave the Library promptly if requested to do so by staff.

4. Enforcement

Library Staff are entrusted with the obligation to ensure that all rules of conduct are followed. In the event of inappropriate conduct, staff will advise patrons and state the consequences of not following the rules of conduct should unacceptable behaviour continue or be repeated.

Any person violating these rules risks suspension of Library privileges, exclusion from the Library for a period of time, and/or prosecution.

If staff believes that anyone in the Library is in danger of physical harm, or if a user has been asked to leave and that user has not complied, staff will call the police immediately. If staff witness or suspect serious unlawful activity they may notify appropriate authorities in accordance with the Safety and Emergencies Policy.

If a person is asked to leave the Library, an incident report will be filled out and submitted to the CEO for review. Repeated reports of violation of the Rules of Conduct against an individual may result in loss of Library privileges.

History

Date of Latest Board Approval: April 2016

Date(s) of Revision(s): June 2012*, May 2012

Date of next scheduled review: April 2019

* This policy was passed at the December 2012 Board meeting to ratify the change in format.
The next scheduled review date was not altered.

Related Documents

Accessibility Policy Children's Services Policy

Circulation and Services Policy

Community Information Policy

Public Internet Use Policy

Safety and Emergencies Policy