

NOTL Public Library

Policy Type: **Operational**

Policy Number: **OP - 15**

Policy Title: **Code of Conduct**

Policy Approval Date: **Sep 2015**

Policy Review Date: **Sep 2018**

The NOTL Public Library is committed to provide everyone with fair and equitable access to a wide range of library collections and services in welcoming surroundings. This Code of Conduct has been established to prevent disruptions to library services, ensure the safety of the public and staff and maintain the security of library property. The library will exercise zero tolerance to any form of violence, vandalism or inappropriate behaviour in its properties, programs and services or to library materials.

Rules of Conduct:

1. Behaviour that is disruptive, abusive, intrusive, harassing, or threatening to library users and staff will not be tolerated. Anyone who is perceived as a threat to the safety or enjoyment of the library facilities will be asked to leave.
2. Damage, misuse or theft of library materials, property, furniture and equipment is prohibited, and may be subject to prosecution.
3. Interfering with the designated use of computers and networks is not allowed.
4. Library users may be required to make available for inspection of bags, briefcases, purses, containers, books and papers.
5. Parents or guardians are responsible for the supervision of their children. Children 9 years old and younger are not to be left unattended in or about the library premises.
6. Posting notices, distributing circulars, canvassing, selling, soliciting or engaging in other commercial activity is prohibited unless authorized by the Library Board.
7. Members of the public may only use authorized entrances and exits and are not allowed in "Staff Only" areas without permission.
8. Members of the public must wear shirts, shoes and other appropriate attire.
9. There is no smoking anywhere in the Library.
10. Roller blades, skateboards and bicycles are prohibited in or about the library.
11. Photographing, filming or video recording on library premises is not allowed without prior approval of the CEO.
12. All dogs in the library must be leashed and under the direct and immediate control of their owners at all times while on library premises. Dogs must be removed from the library premises if owners are in contravention of this rule, or there is a perceived health and safety issue from staff or members of the public.

Any disregard of these Rules of Conduct may result in exclusion from the library, suspension of library privileges, cost recovery of charges, and prosecution. Appeals of decisions under the above rules must be made in writing to the NOTL Public Library Board.

Related Documents

OP – 11 Unattended Children Policy

HR – 07 Prevention of Workplace Violence Policy

Further interpretation of this policy is the responsibility of the CEO and the NOTL Public Library Board. The Board reserves the right to make, modify, revoke, suspend, terminate or change any policy or procedure, in whole or in part, at any time.
