

Policy Type:	Resources	Review(r)/Revision(R) Dates:	r. 24/04/2017
Policy Title:	Code of Conduct Policy		
Policy Number:	RES-07		
Initial Policy Approval Date:	28/09/2015 (M 2015-048)		

Policy Statement:

The Powassan and District Union Public Library's **Code of Conduct** has been established to ensure the Library provides a positive and welcoming experience for everyone as a destination for information and inspiration. The Library will uphold existing policies to guarantee a safe and comfortable place for all.

1. We expect everyone's conduct will be:

- a) Mutually respectful: patrons, visitors, staff and volunteers
- b) Responsible
- c) Lawful
- d) Careful and considerate of Library property

2. We expect everyone to:

- a) Use respectful and acceptable language
- b) Dress appropriately for a public library setting
- c) Attend to and supervise children or other individuals in their care
- d) Attend to personal belongings
- e) Use Library materials, furniture, computers, equipment and property with care and only for their intended purposes
- f) Share seating, workstations and tables with others
- g) Consume food and drinks in designated areas only
- h) Use washrooms only for their intended purpose
- i) Request permission from Library staff prior to posting or distributing materials, and follow Library policy related to any commercial activity in the Library
- j) Leave the Library promptly at closing time

3. Behaviours which are NOT permitted include, but are not limited to:

- a) Threatening, abusive, profane/harassing language, behaviour or actions
- b) Behaviour that disturbs others' use of the Library
- c) Being under the influence/selling/using of alcohol and/or illegal substances
- d) Carrying weapons or implements which can be used as weapons
- e) Damage or theft of Library property
- f) Vandalism or graffiti
- g) Sleeping on the premises
- h) Offensive body and/or clothing odour, or inappropriate clothing
- i) Use of communications devices (e.g. cell phones, laptops, iPods) in a disruptive manner
- j) Taking Library property into washrooms
- k) Photographing or filming without prior Library approval
- l) Smoking on Library property

4. Animals are welcome in the Library if they are either:

- a) A Registered Service Animal at work, OR;
- b) Participating in a Library program organized to accommodate them

5. When a **breach of the Code of Conduct** occurs, the Library has the discretion to determine the consequences and will take into consideration the severity of the misconduct, the circumstances surrounding the incident, and any mitigating factors. Violation of any provision of the Code of Conduct may result in:

- a) charges for damage and/or misuse,
- b) suspension of some or all Library privileges,
- c) request to leave the Library premises (in accordance with the Ontario *Trespass to Property Act*, RSO 1980),
- d) exclusion from the Library and the time period of the exclusion,
- e) and/or criminal prosecution.