

Owen Sound & North Grey Union Public Library Policy	Policy #L 2
SUBJECT: Code of Conduct	Date: November 30, 2000 Revised: March 22, 2012 Reviewed: Sept 24, 2015 Reviewed: June 2019 Date Review Date: June 2023
BOARD AUTHORITY OR STAFF APPROVED: Library Board Resolution 62-00 Library Board Resolution 35-12 Library Board Resolution 84-15 Library Board Resolution 68-19	Page # 1 of 2

**OWEN SOUND & NORTH GREY UNION PUBLIC LIBRARY
CODE OF CONDUCT**

PURPOSE:

The purpose of this policy is to ensure a safe, secure and pleasing place for all members of the community to enjoy library facility, service and resources. This code of conduct has been established to ensure that respectful and courteous behaviour is displayed at all times.

POLICY:

Everyone’s conduct is to be:

- ✓ Respectful
- ✓ Considerate of library property
- ✓ Law abiding
- ✓ Responsible

Everyone is expected to:

- Use library furniture, equipment and property properly and only for the usual and intended purposes;
- Attend to personal belongings;
- Supervise and care for dependent children and/or adults while on Library premises (parents and caregivers);
- Dress appropriately, including wearing shoes and shirts at all times;
- Use washrooms only for their intended purposes;
- Open all bags, books and papers for inspection if requested by staff;
- Report disruptive behavior to staff so that appropriate steps can be taken.

Examples of unacceptable behaviour include:

- Using offensive, threatening, harassing, loud, obscene or abusive language or actions;
- Selling, possessing or using alcohol, cannabis or illegal substances on library premises, or being in a state of intoxication. Smoking or vaping (All areas of the library building; the front steps down to the sidewalk and all property to the sidewalk have been designated as non-smoking);
- Leaving child(ren) unaccompanied by someone who can take responsibility

should an emergency occur. Children under 10 years of age must be accompanied when in the library. Children found unaccompanied may result in the Owen Sound Police Services or the Children's Aid Society being contacted (accompanied is defined as "within sight");

- Improper removal of library materials or equipment, or intentional defacement of or damage to library property;
- Using computer, audio, video or telecommunications equipment in a manner or at a level that disturbs others;
- Entering STAFF ONLY areas unless authorized by a member of the library staff. This includes information and circulation desk areas and the equipment located there;
- Eating or drinking in public areas of the library unless authorized by a staff member;
- Placing feet on tables and chairs or sleeping in the library;
- Moving library furniture from areas so as to interfere with the use and enjoyment of the library by others;
- Requests for service that are discriminatory under the Human Rights Code;
- Bringing animals into the Library unless they are a registered service animal at work, or participating in an authorized Library program;
- Using roller blades, skateboards or other sporting equipment is prohibited on library property. Bicycles and other similar items are not permitted inside the library building, or on the steps or entrance area;
- Posting notices, distributing circulars or petitions, soliciting or engaging any commercial activity on library property must not be conducted without prior written approval of the library;
- Refusing a reasonable request from a staff member;
- Not entering or exiting the library via designated public entrances and exits, unless authorization is given by a member of the library staff. Obstruction of exits and public access points is prohibited.

Thank you for ensuring that your actions are consistent with this Code.

Consequences of Non-Compliance:

Failure to comply with this **Public Code of Conduct** or other library policies may result in consequences deemed by library staff to be appropriate to the behaviour. Consequences may include: a warning; levy of replacement charges for damaged property; a directive to vacate the premises; suspension of library privileges; prohibition from the library building and premises by way of issuing a Notice of Trespass; and/or laying criminal charges.

Appeal Process:

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 the Owen Sound & North Grey Union Public Library, Attention CEO, 824 1st Avenue West, Owen Sound, N4K 4K4. Only one appeal will be considered during the term of the suspension and the library's decision will be final.

Supersedes L2 Code of Conduct 62-00 2000