

Category: Operational OP-05
Policy Name: **Code of Conduct for Sharing Library Space**
Date Approved: October 24, 2016

The Lake of Bays Public Library provides free and equitable access to services in a welcoming and supportive environment that is free from discrimination and harassment. The rules set out here are intended to ensure the dignity and safety of the public and the staff, and to maintain the security of library property without disruption to library service. The mandate to set such rules is given under the **Public Libraries Act**, Section 23 (4), which states that the library board may make rules:

“(a) for the use of library services”

“(c) for the exclusion from the library of persons who behave in a disruptive manner or cause damage to library property”

“(e) suspending library privileges for breaches of the rules”

“(f) regulating all other matters connected with the management of the library and library property”

Within this context, our top priority is to ensure a positive experience for library users while in the library. Please:

Be respectful of others.

- Speak and work at a reasonable and respectful volume.
- Set your mobile device to vibrate or mute.
- Follow the **OP-11 Internet Service and Technology Policy** while using the library Internet.
- Refrain from foul, abusive, or discriminatory language or actions. See **HR-02 Respect in the Workplace, Workplace Discrimination, Harassment & Violence**
- Respect the sensibilities of others when viewing materials in the library.
- Bring in only registered guide or service animals.
- Obtain permission from the library to distribute literature or post materials on library property. Solicitation is not permitted in the library.

- Get permission of people in photos or videos you are taking. Parents or guardians must provide permission for children.
- Respect others with sensitivities to scents, and limit the use of scented products. Lack of personal hygiene is included in scent.
- Wear proper clothing and footwear that does not offend people with slogans or appearance and does not cause a health & safety risk to staff or patrons.
- Report disruptive behaviour to a library employee.

Be respectful of Library property.

- Use the library's materials, computers, equipment, and furniture with care.
- Throw out or recycle your garbage in designated areas.
- Keep aisles, corridors, and spaces around you clear so that others can easily access them.
- Park bicycles, scooters, and small recreational motorized vehicles outside the library. Small items such as skateboards or roller blades may be brought in but may not be used inside the library or near the entrance.

Be safe.

- Keep your belongings with you as the library is not responsible for lost, damaged, or stolen items.
- Leave the building in case of fire, fire drills, or other emergencies.
- Follow the instructions of library employees or security staff.

Code of Conduct: Exclusion and Appeals

The policy outlines Code of Conduct for sharing library space in the Lake of Bays Public Library. We ask that you respect this Code of Conduct and follow all Library policies. Employees will make every effort to apply these policies in a fair, dignified, and equitable manner for the benefit of everyone. Anyone choosing to disrespect the policies of the library and refusing to modify behaviour will be asked to leave. Staff will inform the person of how he or she violated the library's Code of Conduct, and will take some or all of these actions: suspension of library privileges, exclusion from the library

for a specific period of time, exclusion on the basis of the Ontario *Trespass to Property Act*, cost-recovery charges, and/or prosecution.

A person has a right to appeal a letter of exclusion or extension of an exclusion, in writing to the CEO, during the period of exclusion.

Related Documents:

Lake of Bays Public Library ***HR-02 Respect in the Workplace, Workplace Discrimination, Harassment & Violence***

Lake of Bays Public Library ***OP-11 Internet Service and Technology Policy***

In addition to this Sharing Library Space policy, patrons and staff are governed by federal, provincial and municipal legislation including but not limited to.

- [Human Rights Code \(Ontario\)](#)
- [Criminal Code \(Canada\)](#)
- [Child and Family Services Act \(Ontario\)](#)
- [Trespass to Property Act \(Ontario\)](#)

Signature of the Chairperson: *C. Vanclieaf*

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