

**TEMISKAMING SHORES PUBLIC LIBRARY
POLICY**

SUBJECT: Facilities Use

APPROVAL DATE: April 19, 2007

AMENDMENT DATE: October 17, 2018

REVIEW DATE: 1st quarter 2021

POLICY NO: Facilities-1

MOTION NO: 2007-17

MOTION NO: 2018-39

Temiskaming Shores Public Library is a place of discovery where people gather to create, to explore, and to learn. In order to achieve safe and welcoming shared spaces we expect everyone to treat library patrons, staff, and property with respect.

General Facility Use:

1. The library is a smoke-free property. Smoking tobacco, vaping and smoking cannabis is not allowed in the building, within nine (9) meters of the entrance or on library property.
2. The consumption of alcohol and drugs including cannabis is not allowed on the premises. Patrons who are impaired will be asked to leave.
3. Snacks and drinks may be consumed at tables or sitting areas or other areas in special circumstances at the discretion of library staff.
4. Animals in authorized programs and service animals are welcome in the library.
5. Rollerblades are not permitted in the library.
6. There is no public telephone in the library.
7. The library has a fax machine. Patrons must report to the circulation desk for usage and to pay fee. Photocopies are available to the public, for a fee. Microfilm readers and computers are available to the public as well. Patrons must sign in and copies may be printed out for a fee.
8. If a patron causes a disturbance in the library and ignores the request for due consideration of the rights of other patrons, the patron will be asked to leave. When necessary the police will be notified. If an individual ignores oral or written warnings to leave the premises, the individual can be charged with trespassing under the Trespass and Property Act. See the Library's Facilities Policy, Facilities-7: Patron Exclusion and Appeal.
9. Illegal activity, including damage to library material and property, may result in cost recovery charges and/or prosecution.

10. Library staff may request to inspect bags and carrying cases. The Library is not responsible for lost, stolen, or damaged personal property.
11. Closing Time: No person shall remain in the Library after closing time.
12. Health Regulations: All persons using Library facilities shall comply with applicable public health regulations.
13. Library staff will apply policies in a fair and respectful manner.

Surveys, Sales and Petitions:

1. Questionnaires and surveys may not be distributed from the library unless they pertain to library business or are approved by the CEO.
2. Except for sales or fundraising events of a special local community nature or events which are co-sponsored by the library, and authorized by the CEO beforehand, no sales are permitted in the library.
3. No soliciting will be allowed in the library.

(October 17, 2018)