

**TEMISKAMING SHORES PUBLIC LIBRARY
POLICY**

SUBJECT: Patron Code of Conduct
AMENDMENT DATE: October 26, 2022
REVIEW DATE: 3rd quarter 2026

POLICY NO: Facilities-6
MOTION NO: 2022-67

The Temiskaming Shores 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 our 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 Internet Use Policy while using the Library Internet.
- Refrain from foul, abusive, or discriminatory language or actions.
- 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.
- Appropriate clothing/dress/attire includes footwear and a shirt.
- Report disruptive behaviour to a Library employee.
- Parents/caregivers supervise children under the age of 10.

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.
- Snacks and drinks only allowed in sitting areas or at tables.

Facilities-6

- 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.
- The library reserves the right to inspect the contents of any packages, bags, books, briefcases, backpacks or purses.
- Leave the building in case of fire, fire drills, or other emergencies.
- Follow the instructions of Library employees or security staff.

You will be asked to leave for the following:

- Smoking or vaping within the library buildings or within 9 meters of any entrance
- Consuming, selling or trading of alcohol or drugs (prescription or illegal) on the premises or before entering
- Using offensive, threatening, harassing or abusive language or gestures to staff or patrons
- Deliberately damaging, defacing or misusing library materials, equipment or facilities
- Persistent disturbance to other patrons' use of the library
- Bringing weapons into the 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. Any behavior that does not support a welcoming environment and/or violates the Code of Conduct may result in cost-recovery charges, suspension of library privileges, and exclusion from the Library and/or prosecution as detailed in Policy No. Facilities-7. These rules have been approved by the Temiskaming Shores Public Library Board.

(October 26, 2022)