

# **Burk's Falls Armour & Ryerson Union Public Library Board Policy Manual**

**Section:**

Patron Services

**Number:** C-8.

**Title:**

Rules of Conduct

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**Adopted:** June 15, 2011

**Reviewed:** January 15, 2020;

**Revised:** June 2014; October 2018

## **Policy**

The Burk's Falls, Armour & Ryerson Union Public Library endeavours to provide a welcoming and safe environment for the enjoyment of the public and staff so that patrons may enjoy the benefits of the library.

### **1. Mutual Respect**

Members of the staff and public are expected to act with respect and consideration for others.

- 1.1 Behaviour that is disruptive, intrusive, lewd, abusive, harassing or threatening to Library users or staff is not permitted. Abusive or obscene language is not permitted.
- 1.2 Individuals using cell phones are expected to act in consideration of others by speaking quietly and not using profanity.
- 1.3 Photographing, filming or videotaping is permitted only with prior permission from library staff. Parental permission will be obtained before photographing any children in the library.
- 1.4 Registered service animals assisting persons with disabilities and animals in approved library programming are welcome in the Library. Other animals are not permitted inside library facilities.
- 1.5 Appropriate attire, including shirts and footwear, is required.
- 1.6 Weapons of any kind are not permitted on Library property.

### **2. Safety of Children**

Parents, or approved designate, are expected to accompany children under the age of ten (10).

Library staff cannot assume responsibility for supervising children. Parents and/or guardians should be aware that the library is a public place and, as such, is open to all members of the community. Therefore, children should not be left unattended on the premises.

### **3. Respect for Library Property**

Members of the public and staff are expected to treat library property, including collections, computers, furniture, equipment and the building, with respect and care to ensure that all persons enjoy equitable access to all library resources.

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- 3.1 Library users can borrow materials and such items will be checked out according to Burk's Falls, Armour & Ryerson Union Public Library [Circulation Policy](#). Library users shall return materials on time and in good condition.
- 3.2 It is an offence under the *Criminal Code of Canada* to steal or vandalize Library property including materials, furniture, and equipment. Library users may be required to make available for inspection all bags, purses, carrying cases and briefcases upon leaving the library.
- 3.5 The consumption of beverages in covered containers is permitted throughout all Library locations. The consumption of light snacks is permitted in designated areas. No food or drink is permitted near the computers
- 3.6 The Burk's Falls, Armour & Ryerson Union Public Library is a smoke-free environment. Smoking is not permitted inside the building and within three meters of the doorway.
- 3.7 The use of sports equipment is not permitted.
- 3.8 Unauthorized consumption of alcohol or other intoxicants in any form is not permitted.
- 3.9 Canvassing, soliciting or unauthorized distribution or posting of materials is not permitted on Library property.

## 4. Accessing and Using Intellectual Content

Members of the public and staff are expected to abide by the laws and regulations of Canada and the Province of Ontario when using library resources to access and use intellectual content.

- 4.1 Members of the public must abide by *Canadian Copyright* legislation and other intellectual property rights.
- 4.2 Members of the public must abide by the *Criminal Code of Canada*, and, specifically, Part V pertaining to sexual offences, public morals and disorderly conduct, including child pornography and obscenity, and Part VIII pertaining to offences against the person, including hate propaganda.

## PROCEDURES

- 1. Library Staff are entrusted with the obligation to ensure that all rules of conduct are followed. Staff will advise patrons of inappropriate conduct as required and state consequences of not following the rules of conduct should unacceptable behaviour continue or be repeated.
- 2. Any person violating Library rules of conduct risks suspension of library privileges, exclusion from the Library for a period of time, and/or prosecution.

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3. In a situation where there is a threat or perceived threat of bodily harm to another person, including staff, the police will be contacted.
4. In a situation where there is a contravention or perceived contravention of the law of the Province of Ontario and Canada, the police will be contacted.

Questions about the Burk's Falls, Armour & Ryerson Union Public Library Rules of Conduct can be referred to Library Staff and Administration.