

LIBRARY CODE OF CONDUCT

Title: Library Code of Conduct	Policy Number: OP-01
Topic: Operations Oversight: Board of Directors	Approved: Apr 8, 2024 Last revised: n/a Last reviewed: n/a Next review: April 8, 2027

POLICY STATEMENT

The Library is a public space shared by our diverse community members. The Library enforces standards of acceptable behaviour that balance the rights of individuals to access resources and services with the rights of staff and patrons to a safe, welcoming environment free of harassment and hostility.

PURPOSE

This policy outlines acceptable standards of behaviour while on library property or accessing library services in the community.

PROVISIONS

The Library specifically prohibits:

- Any action or event that constitutes a violation of federal, provincial, or local law.
- Any failure to comply with a direction given by staff acting in the performance of their duties, or interference with the performance of such duties or other Library operations.
- Any conduct that intimidates others or incites unlawful or otherwise prohibited conduct.
- Any action which constitutes an attempt to inflict or does inflict injury to other persons or damage to property, or which poses a risk of injury or damage, including running, fighting, wrestling, or climbing.
- Any action that interferes with or obstructs the reasonable use and enjoyment by others of the Library, including but not limited to:
 - Unreasonable noise, including disruptive use of cell phones or other devices
 - Failure to maintain a level of personal hygiene that is non-offensive in public
- Leaving children who require supervision unattended on Library premises.
- Verbal abuse of staff or other patrons.
- Viewing sexually explicit material in the library.
- Use of alcohol, cannabis, or illegal drugs, or any visible intoxication from alcohol, cannabis, or drugs.
- Smoking, vaping, or using e-cigarettes within any area of the Library.
- Photographing or filming on library property without prior approval from the Director or their designate.

- Posting notices, fliers, or petitions and soliciting or engaging in any commercial activity on library property without prior approval.
- Taking library materials into washrooms.
- Failing to promptly leave library premises at closing times or during fire alarms or other emergency situations.
- Animals inside the Library that are not leashed and under the full control of their adult owner (at staff discretion).

Library staff are authorized to enforce the Code of Conduct. If a patron contravenes any provision of this policy, the Director or their designate may:

- Suspend, revoke or deny patron borrowing privileges
- Prohibit the patron from entering the library for a specified period of time
- Call the police for assistance, who may commence criminal proceedings.

Patrons whose borrowing privileges have been suspended or patrons who have been prohibited from entering the Library may appeal the decision by filing a written statement of appeal with the Director.

RESPONSIBILITIES

The Director will:

- Maintain administrative procedures to support the enforcement of the Library Code of Conduct

The Management Team will:

- Train and support staff to enforce the Library Code of Conduct.

Staff will:

- Enforce the Library Code of Conduct as outlined in administrative procedures.

The Board will:

- Review this policy every three (3) years.

LEGISLATIVE AND POLICY AUTHORITIES

- Criminal Code of Canada
- City of Beaumont Community Standards Bylaw

