

420 CODE OF CONDUCT - GENERAL STATEMENT

Purpose

The Library's Code of Conduct defines behaviour appropriate within King Township Public Libraries so that everyone can, without disturbance or threat, use the materials and services that meet their educational, cultural, leisure and information needs. The goal of the staff and the Board is to ensure a safe and welcoming environment for all patrons.

General Rules

1. The King Township Public Library system is a smoke and alcohol free environment. Smoking or the use of alcohol on library premises is prohibited.
2. Eating and drinking on Library premises is permitted in some limited areas of the Libraries.
3. Entry into staff areas by members of the public is prohibited.
4. Library materials must not be taken into washrooms.
5. Patrons must adhere to the rules regarding the use of Library materials and equipment as outlined in the patron registration agreement.
6. Supervision of children is the responsibility of parents and guardians. Children must not be left unattended in or about the Library premises.
7. Patrons may be required to make available for inspection, the contents of all bags, briefcases and other containers for the examination of all papers, books, audio visual and other Library materials in their possession.
8. Patrons must wear appropriate attire including shirt and shoes.
9. Rollerblading and skateboarding are prohibited on Library premises.
10. **Expulsion**

Persons will not be allowed to remain on Library premises, have access to Library services, or return that calendar day, when in the opinion of Library staff, they:

- a) are in a condition which poses a threat to public health, safety and order;
- b) exhibit noisy or disruptive behaviour that disturbs other Library patrons or the operation of Library services;
- c) exhibit threatening behaviour or use foul or threatening language;
- d) use Library materials, equipment or facilities in a manner that results in damage or other harm;

- e) remove or interfere with the security systems, or procedures used by the facilities or Library equipment including computers;
- f) fail to comply with any of the rules listed above.

All incidents of vandalism will be immediately reported to the Chief Librarian/CEO or his/her designate. If the vandal is known restitution will be sought from an identified vandal.

If a patron(s) are asked to leave the Library, the manager or staff person involved in the incident must submit a report to the Chief Librarian outlining the event and actions taken.

Serious or repeated infractions against the King Township Public Library Code of Conduct will be grounds for expulsion from the Library property and access to Library services for extended periods of time. Expulsions will be for a specified period of time determined by the Chief Librarian/CEO or his/her designate. Patrons who do not comply with the terms of the expulsion may have their privileges suspended for an extended period of time. In serious situations the Chief Librarian/CEO will send a letter to the patron outlining the reason for the expulsion and the length of time it is to be observed.

Police Involvement

If necessary, staff will call on police to intervene and escort individuals off Library premises. It is not a requirement for staff to warn an offender of the possible intervention of police. When police are summoned, the Chief Librarian/CEO will be notified as soon as possible and he/she will in turn notify the Chair of the Library Board.

Reinstatement of Privileges

Any banned patron can apply, in writing directly to the Chief Librarian/CEO for reinstatement of Library privileges. The Chief Librarian or his/her designate will reply to any written request by a patron asking for a reinstatement of their privileges within three business days. The Board Chair will be informed of the request and outcome of the process.

