



**Subject: Code of Conduct for Elgin County Library Patrons**

**Elgin County Library Policy Manual**

**Date Approved: October 21, 2014**

**Date Last Revision: September 28, 2021**

### **CODE OF CONDUCT FOR ELGIN COUNTY LIBRARY PATRONS**

**PURPOSE:** The purpose of this policy is to make the library a safe and enjoyable place for the public and staff and to protect the library's materials, equipment, buildings and property.

The County of Elgin provides free and equitable access to library services in a welcoming and supportive environment that is free from discrimination and harassment. Everyone has the right to equal treatment with respect to the access and use of the Library's services and facilities without discrimination on the basis of sex, sexual orientation, race, colour, ethnic origin, or creed. The County of Elgin will not tolerate any form of harassment or discrimination and will take steps necessary to ensure that employees and patrons are not subject to harassment or discrimination

The County of Elgin is committed to providing a violence free environment, and to taking immediate action in the event of any act of violence occurring against any employee or patron of the library.

This policy applies to everyone who is on library property or in library buildings. Members of the public and staff are expected to abide by the laws and regulations of Canada and the Province of Ontario, including but not limited to: *Ontario Occupational Health and Safety Act* (R.S.O. 1990, c. O.1); *Criminal Code of Canada* (R.S.C., 1985, c. C-46) and other legislation governing public conduct; *Copyright Act* (R.S.C., 1985, c. C-42) and other legislation governing intellectual property; *Child and Family Services Act* (R.S.O. 1990, c. C.11) and other legislation governing the rights of children; and *Trespass to Property Act* (R.S.O. 1990, c. T.21) by which the library can tell a person to leave the premises if he/she does not follow the Code of Conduct.

1. The following behaviours are not permitted:

- Behaviour or language that is disruptive, intrusive, lewd, abusive, interfering, harassing, or threatening or intimidating.

- Abusive or obscene language.
- Photographing, filming, or use of any recording device(s) without the prior approval of library staff.
- Possession of weapons.
- Theft, damage or defacement of library materials, equipment and/or property.
- Entering staff areas without permission.
- Loitering on library property when the library is closed.
- Smoking, use of controlled substances or the consumption of alcohol.
- Soliciting, distributing circulars or petitions, posting notices or selling of goods or materials on library property without prior approval of library staff.
- Bringing animals inside library buildings, with the exception of service animals and/or animals that are a part of a library sponsored program, or as permitted by staff.
- Unnecessary running or rough and boisterous conduct.

2. Appropriate clothing, including shirts and shoes, must be worn at all times.

3. Parents, guardians or caregivers are responsible for appropriate supervision of children while in the library.

Library staff will endeavour to apply the Code of Conduct Policy in an equitable manner. Serious violations and disrespect of Elgin County Library policies and/or refusal to modify behaviour or activities after staff has informed a visitor of inappropriate conduct, may result in any of the following consequences:

- Suspension of library privileges;
- Permanent or temporary exclusion from the library;
- Cost-recovery for losses and damages.

The Branch Supervisor will determine the appropriate action in consultation with the Director of Community and Cultural Services, subject to advice from the County Solicitor as warranted.