

Grimsby Public Library – Code of Conduct

Number:

O-11-02

Approval Date:

Sept. 8, 2021

Effective Date:

Sept. 8, 2021

Review Date:

May 2023

Notes:

- Approved: October 2005
- Revised: September 2007
- Revised: June 2011
- Revised: May 2013
- Revised: May 2015
- Revised: May 2017
- Revised: June 2019
- Revised: September 2021

Purpose

Everyone is welcome at the Library. The Code of Conduct has been adopted to ensure the safety, protection and enjoyment of all those using the Library. The policy will be courteously, but firmly, enforced by all Library staff. We are committed to maintaining a safe, positive and quality environment where we treat each other with respect and courtesy.

Guidelines

In order to provide the best possible experience for Library visitors, everyone must:

- Treat each other courteously
- Respect each other's privacy
- Use Library property: materials, computers, equipment and furniture, with care.
- Follow Library rules

Everyone is also expected to:

- Attend to and supervise children, under the age of 10, in their care as outlined in the Library's related policy regarding the Safety and Conduct of Children in the Library.
- Attend to personal belongings. The Library is not responsible for lost items.
- Dress appropriately, including wearing shoes and shirts at all times.
- Refrain from consuming food and drink near or while using library computers, portable devices or peripherals.

To be safe, please:

- Leave the building in case of fire, fire drills or other emergencies
- Follow the instructions of Library employees in emergency situations
- Keep aisles, corridors, and spaces around you clear to allow safe access for all

Animals are only welcome in the Library if they are either:

- A Registered Service animal at work, in training OR
- Participating in a Library program organized to accommodate them

Unacceptable behaviours include, but are not limited to:

- Behaviour (including conduct or language) that is disruptive, abusive, harassing or threatening to Library users or staff. Anyone engaged in unacceptable behaviour will be asked to leave the building.
- Stealing or damaging Library property will result in cancellation of Library privileges and may be subject to prosecution.
- Being under the influence of alcohol, cannabis or illegal substances.
- Smoking tobacco or cannabis or vaping anywhere in or around the Library and surrounding municipal property. (Regional By-law 112.2013, as amended by By-law No. 2019-52 of June 20,2019)
- The use of roller blades, skateboards, bicycles and scooters (excluding mobility devices) in the Library.
- Posting notices, soliciting, or engaging in any commercial activity unless authorized by the CEO & Chief Librarian.
- Photographing, filming or videotaping without prior approval from the CEO & Chief Librarian.
- Children requiring supervision are not to be left unattended in or about the Library premises.

Patrons may be required to make available for inspection all bags and carrying cases.

Contravention of Policy

The Grimsby Public Library Board reserves the right to remove the privileges of any Library user found in contravention of the Grimsby Public Library Board's policies.

Failure to comply with this Code of Conduct or other library policies may result in consequences deemed by library staff to be appropriate to the behaviour.

Consequences may include a warning; a directive to vacate the premises; suspension of library privileges; prohibition from the library building and premises by way of issuing a Notice of Trespass; and/or laying criminal charges.

Appeal Process:

An appeal may be submitted, in writing, to the Chair of the Library Board for Board consideration. Only one appeal will be considered during the term of the suspension.

Correspondence to the Chair can be directed to:

Chair, Grimsby Public Library Board
 Grimsby Public Library,
 18 Carnegie Lane
 Grimsby, Ontario
 L3M 1Y1

Application must be made, in writing, for re-instatement of library privileges; library privileges are not automatically re-instated.

The decision of the Library Board shall be considered final.