

	POLICY: Code of Conduct		POLICY NO.: OP - 12
	CATEGORY: Operational	LAST REVIEW/ REVISION DATE: June 2022	SCHEDULED REVIEW DATE: June 2025

1. Purpose

King Township Public Library provides equitable access to services in a clean, welcoming, and safe environment. The *Public Libraries Act*, R.S.O. 1990, s. 23(4) grants the authority for the Library Board to establish rules that ensure the safety and security of the public, library staff, and library property, as well as maintain an inclusive, respectful environment.

2. Scope

The Code of Conduct describes acceptable conduct on King Township Public Library property (both inside and out) and allows staff to respond consistently and equitably to all users.

It is impractical to address every behavioural situation that may occur. Library employees have the responsibility and authority to make decisions that are in the best interest of the Library and its users whenever the rules do not specifically cover certain situations.

3. Code of Conduct

In order to ensure a positive experience for the public and staff, we invite you to enjoy the Library and respect its use by others. While on Library property, the following are **not** permitted:

- Excessive noise or behaviour, including disruptive use of audio and mobile devices
- Obscene, threatening, abusive, or discriminatory language or actions
- Misuse or destruction of library materials or library property
- Eating meals or messy snacks. Food and drink are limited to certain areas, beverages must have a lid, and you must clean up any garbage you create.
- Smoking, vaping, the use of alcohol or other illegal substances
- Strong odours or scents, and unsanitary behaviour, including acts of personal hygiene
- Animals inside the building (registered Service Animals exempted)
- Children unattended by a parent or guardian of acceptable maturity
- Blocking aisles, corridors, or exits
- Bare feet, roller skates or blades, wheeled shoes, or use of skateboards or scooters. Bicycles and other recreational vehicles must be parked outside the Library



- Posting notices, distributing materials, soliciting, or engaging in any commercial activity
- Photography, filming or video recording, without prior written approval of the Library
- Any activity that violates federal, provincial, local or other applicable laws or Library policy

4. Non-Compliance

Failure to comply with any of the rules listed above, or, when in the opinion of Library staff, any individual poses a threat to public health, safety, and order, may result in removal from the Library premises and/or temporary banning from library services.

King Township Public Library has full discretion in determining whether a person will be excluded, the length of the exclusion, taking into consideration the severity, frequency, and circumstances surrounding the incident, as determined by the CEO or their designate.

Any banned patron can apply in writing directly to the CEO for reinstatement of Library privileges. The CEO or their designate will reply to any such written request within three business days. The Board Chair will be informed of the request and outcome of the process. The following criteria will be used when determining whether to grant an appeal for the reinstatement of Library privileges:

- The safety of the public and Library staff and the circumstances surrounding the exclusion;
- The past behaviour of the excluded individual with regard to the Code of Conduct;
- The individual's reasons for appealing exclusion or seeking reinstatement, and any mitigating factors;
- Where applicable, whether the individual has reimbursed the Library for all expenses incurred as a result of their actions;
- Whether the exclusion procedures were applied in accordance with this policy.

Upon receipt of the decision of the CEO, the person may further appeal to the King Township Public Library Board. The decision of the Library Board is final and there are no further steps to be taken in the reinstatement process.

Reinstatement is automatic at the end of the exclusion period if the appeal is not granted.

History:

Replaces policy # OP-420 – Code of Conduct (original motion number unknown)

ORIGINAL DATE ADOPTED:	November 26, 2003	ORIGINAL MOTION NUMBER:	Unknown
DATE(S) AMENDED:	June 14, 2022	MOTION NUMBER(S):	2022-06-06

