



8. PUBLIC SERVICES

8.1 Public Use of Library Facilities

8.1.1 Library Patron Code of Conduct

1. **PURPOSE AND OBJECTIVE**

The Port Colborne Public Library is committed to providing a quality environment and universal access for the dissemination of library material for informational, educational and recreational uses. The purpose and objective of this policy is to define and maintain a safe, enjoyable facility for all staff and patrons of the library, and further, to protect and preserve library property.

2. **CONDUCT OF LIBRARY USERS**

Persons shall use all collections, facilities, and property of the Public Library for the intended purposes and must abide by the Code of Conduct established herein.

- (a) In general, behaviour that violates the law, or compromises the use and enjoyment of the library by others, or interferes with library employees in the performance of their duties is prohibited.
- (b) While on library premises, all individuals must comply with instruction or direction from library personnel, whether for safety, conduct, or other library regulated purpose as provided in this bylaw.
- (c) No person shall enter the library, nor remain in or on library property if instructed to leave the premises by authorized personnel.
- (d) The consumption of food and beverages is not allowed inside the library building except in designated areas.
- (e) Smoking is prohibited in the building and on library property.
- (f) The use of alcoholic beverages on library property is restricted to special events as authorized by the Board, and so licensed.
- (g) Public health codes must be observed. Library users must be fully clothed and wear shoes.
- (h)
 - I Except for guide dogs, and animals used in authorized library programmes, patrons shall not bring animals into the Public Library.
 - li Dogs may not be left unattended or tethered on library property.
- (i) Use of roller blades, skateboards, scooters, bicycles, and the like is not allowed on library property.



- (j) No person shall:
 - i enter library premises when banned or otherwise prohibited from entering (such as by court order);
 - ii obstruct library entrances or exits;
 - iii enter unauthorized areas on library premises;
 - iv take library materials into the washrooms;
 - v remain on library premises at closing times.

3. BORROWING PRIVILEGES

- (a) Upon registration for a permanent Port Colborne Public Library card, residents shall present two pieces of current identification: one of one of which establishes their Port Colborne residency (or other membership entitlement); and a valid Ontario Driver's License or substitute identification approved by library staff.
- (b) Each borrower assumes responsibility for materials checked out on their card, unless the Library has been notified that the card has been lost or stolen.
- (c) Patrons shall return library materials and or equipment in accordance with the conditions and privileges or borrowing and will be subject to monetary charges for the late return, damage or loss of materials.

4. CHILDREN

Library staff cannot be held responsible for the welfare of children left unattended on library premises, except during the time said children are part of a library sanctioned activity. Pursuant to the *Child and Family Services Act* when it has been determined that a child has been left at the library without supervision, library staff are obligated to report the situation to Family and Children's Services.

5. PERMISSIONS

While on library premises no person shall, without authorization of the Library Director and/or the Board:

- (a) post, distribute, or offer for sale any printed material or other matter of any kind;
- (b) solicit for any purpose;
- (c) photograph, film, or video record.

6. COMPUTERS

Using library computers in a manner which contravenes the *Port Colborne Public Library Internet Policy* is prohibited.

7. SECURITY SYSTEMS

Where security systems are available, library users shall individually pass through the



system upon exiting the library; and if,

- (a) the security system alarm is activated, or,
- (b) library staff have reasonable grounds to believe that library property has not been properly checked out, individuals shall, upon request, allow a Public Library employee or agent to inspect their belongings.

8. DISORDERLY BEHAVIOUR

No person shall exhibit rude or disorderly behaviour while on Public Library premises by making undue noise; causing physical disruption or disturbance; being intoxicated; being verbally abusive; engaging in sexual misconduct or harassment; stalking; voyeurism; or otherwise interfering with another's use and enjoyment of the Public Library.

9. CELL PHONES

Cell phones must be set to vibrate or silent. Cell phone conversations must be taken outside the library. This policy applies to all personal communication devices.

10. LIBRARY PROPERTY

It is an offence pursuant to *The Public Libraries Act*, R.S.O. 1990, c. P.44 and *The Criminal Code*, R.S.C. 1985, c. C.46 to steal, vandalize, mutilate, or destroy library property including, but not limited to, all reading material, other public use media, and the library physical plant, such as equipment, furniture, fixtures, appliances, structural components, landscape, etc.

11. CONSEQUENCES OF VIOLATION OF POLICY

If a library user contravenes any provision of this policy, the Library Director under the authority of the Board may:

- (a) suspend or revoke the patron's borrowing privileges;
- (b) prohibit the patron from entering the library facility for a specified period of time;
- (c) call the police for assistance, who may then commence proceedings under the *Criminal Code*, R.S.C. 1985, c. C.46, *Trespass to Property Act*, R.S.O. 1990, c. T.21 or *Child and Family Services Act*, R.S.O. 1990, c. C.11;
- (d) employ a collection agency and seek other legal remedies to ensure the return of overdue materials.

Approval Date October 4, 2005	Revision/Review Date: May 7, 2013
	August 22, 2017