

RAINY RIVER PUBLIC LIBRARY		
Category: Services		Number: SE2
	Topic: Staff and Patron Safety	Page: 1 of 2
		Revised:
Date: Feb. 9 '16	Authorized by:	

This policy describes the acceptable code of conduct in the Library. Copies of this policy shall be prominently posted in the Library and available to the public on request.

“Code of Conduct: Behaviour Expected in the Library

These rules are to ensure the comfort and safety of everyone who uses our Library. Staff make every effort to apply these rules in a fair and dignified manner.

1. Everyone is welcome at the Rainy River Public Library. We strive to make the Library an accessible, inclusive and comfortable place.
2. Behaviour that interferes with the ability of others to enjoy, use, or work in the Library is not permitted. Please be considerate of others.
3. Behaviour that is disruptive, abusive, insulting, harassing, or threatening to Library users or staff is not permitted. This includes abusive, insulting, harassing, or threatening behaviour directed at Library staff while they are off duty.
4. Children requiring supervision must not be left unattended on Library premises. Library staff cannot care for, or take responsibility for, children left unattended in the Library, and are obligated by the *Ontario Child and Family Services Act* to call the Police or Children's Aid Society if a child is in need of protection. (See Children's Services Policy.)
5. Please be aware breastfeeding is permitted in the Library, and we appreciate all patrons being respectful of nursing mothers.
6. Members of the public may only use authorized entrances and exits. Customers are not allowed in "Staff Only" areas and may not use "Staff Only" desks or equipment without permission.
7. Weapons, consumption of alcohol and use of illegal drugs are not permitted on Library property.
8. By law, smoking is not permitted anywhere in the Library including within nine metres of any entrance or exit.
9. Unauthorized use, damage, vandalism, or theft of Library materials, equipment and property is not permitted and may be subject to prosecution.
10. Interfering with the designated use of computers and networks is not permitted and may be subject to prosecution.
11. Canvassing, soliciting or unauthorized distributing or posting of materials is not permitted on Library property. (See Community Information & Public Posting Policy.)
12. Photographing, filming or video recording is permitted only when authorized by Library staff.

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13. While cellphones are permitted, we appreciate you taking your calls in the lobby. Loud personal conversations can be disruptive to other users.
14. Guide dogs are always welcome in the Library. However, other animals are not permitted in the Library, except in authorized programs.
15. Members of the public must wear shirts and shoes. No shirts, no shoes, no service. Use of sports equipment (including roller blades, skateboards and scooters) is not permitted on Library property.
16. The Library may inspect the contents of any packages, bags, books, or papers.
17. The Library is not responsible for personal items left unattended. Items found by Library staff will be kept in the lost and found for one month.
18. Loitering, including sleeping, is not permitted on Library property before, during, or after the hours of public service.
19. Patrons who breach Library rules or who engage in illegal behaviour may have their Library privileges suspended and/or may be banned from entering the Library. Library staff are authorized to call the police to deal with banned patrons, if necessary."