



## **RULES OF CONDUCT**

**Adopted Date: April 2004**

**Revision Date(s): April 2005, May 2006, May 2008, May 2010, May 2012, May 2014, June 2016, June 2018**

**Review Date: May 2020**

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### **Introduction**

The Wainfleet Township Public Library provides everyone with equitable access to a wide range of library services in welcoming and safe surroundings.

### **Purpose**

These rules of conduct are designed to prevent disruptions to library services, to ensure the safety of public and staff and to maintain the security of library property. Staff make every effort to apply these rules in a fair, dignified and positive manner for the benefit of all. Cooperation in maintaining an environment conducive to the enjoyable use of the library is expected from all Library patrons.

1. Threatening, abusive or harassing language or disruptive behaviour including loud or excessive talking is prohibited.
2. Unauthorized use, damage, vandalism or theft of library materials, equipment and property is prohibited. Interfering with the designated use of computers and networks is also prohibited.
3. Children under 12 must not be left unattended on library premises. Only authorized entrances and exits may be used. Members of the public are not allowed in staff areas without permission. All children in attendance at any program must be picked up by a parent/guardian in the library/programming space.
4. All bags, books and papers must be made available for inspection when leaving the library if requested by staff.
5. Shirts and shoes must be worn. Use of sports/leisure equipment (including roller blades) is prohibited on library property. Bicycles, skateboards and other similar items are not permitted inside the library building.
6. Eating and drinking are not allowed in the public area of the Library.
7. Smoking and sleeping are not permitted inside the library building.
8. Animals are not permitted inside library buildings. This prohibition does not apply to service animals or to animals in authorized library programs.
9. Posting notices, distributing circulars or petitions, soliciting or engaging in any commercial activity is prohibited unless authorized by the Library.

10. Photographing, filming or video recording is permitted only when pre-authorized by the Library.
11. Library materials may not be taken into washrooms.
12. Cell phones must be set to vibrate or silent. Cell phone conversations must be taken outside of the Library. An exception will be allowed if a patron is receiving online assistance while working on one of our public computers. Patrons must use headphones/earbuds to listen to audible devices. This policy applies to all personal communication devices.

Any violations of the above rules may result in cost-recovery charges, suspension of library privileges, exclusion from the library or prosecution.