

## **Sharing Library Space**

The Lake of Bays Township Public Library (the Library) is committed to creating and maintaining a safe, positive and quality environment where people treat each other with respect and courtesy.

### **At the Library everyone's conduct will be:**

- Mutually respectful
- Accountable
- Law-abiding
- Considerate of Library property

### **All Patrons are expected to:**

- Attend to and supervise children and vulnerable adults in their care
- Attend to personal belongings
- Dress appropriately, including wearing shoes and shirts at all times
- Consume food and drink in designated areas only
- Use library furniture, equipment and property only for the usual and intended purposes
- Use washrooms only for their intended purposes
- Follow emergency procedures. Leave the building when directed by staff in case of fire, fire drills, or other emergencies.
- Follow the instructions of Library employees.

### **Examples of behaviour that is NOT permitted include:**

- Threatening, abusive, harassing language, behaviour or actions
- Actions or behaviour that damage Library property; theft of Library property
- Selling, using, possessing or being under the influence of alcohol or illegal substances
- Vandalism or graffiti
- Using cell phones, pagers, laptops and other forms of computers, or any other devices in a manner which disturb other's use of the Library

- Taking Library materials into washrooms
- Photographing or filming without prior approval from a senior staff member
- Petitioning, posting of flyers, soliciting or engaging in commercial activity unless authorized by the Branch Librarian
- Smoking outside of designated areas

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

- Under control and well behaved at all times
- A Registered Service animal at work
- Participating in a Library program organized to accommodate them

**Dissemination of the Code of Conduct**

A comprehensive summary of the Sharing Library Space policy will be widely disseminated throughout the Library and on the Library Website (lakeofbayslibrary.ca) to ensure visits to the Library are positive experiences for all patrons.

In addition to this Sharing Library Space policy, patrons and staff are governed by federal, provincial and municipal legislation including but not limited to.

- [Human Rights Code \(Ontario\)](#)
- [Criminal Code \(Canada\)](#)
- [Child and Family Services Act \(Ontario\)](#)
- [Trespass to Property Act \(Ontario\)](#)

Approved: October 24<sup>th</sup> 2016

Review: October 2020

Signature of the Chairperson \_\_\_\_\_