



## BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Facilities Use #1

SUBJECT: Standard of Acceptable Behaviour

POLICY REPLACING: Facilities Use #1 Standard of Acceptable Behaviour February 15, 2011

BOARD APPROVAL DATE: June 14, 2016

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### RATIONALE:

Everyone is welcome at the Bracebridge Public Library. Library users have a right to use the library without harassment, physical discomfort, danger, or emotional stress. Library staff have the same rights. This Standard of Acceptable Behaviour has been developed in order to protect those rights.

### DEFINITIONS:

**Service animals** - for a person with a disability

(a) if it is readily apparent that the animal is used by the person for reasons relating to his or her disability, or

(b) if the person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability.

(Regulation 429/07 of Accessibility for Ontarians with Disabilities Act)

### POLICY STATEMENT:

We ask everyone's cooperation in providing a safe, pleasant environment at the Bracebridge Public Library. All persons shall:

1. **Respect library property.**

Any damage, misuse or theft of library materials, equipment and/or property is not allowed and will be subject to penalties.

Library material may not be taken into washrooms.

Patrons are expected to place their refuse and recyclables in the appropriate containers.

No one is allowed to post notices, distribute circulars or petitions, solicit, sell or engage in any commercial activity on library property, without the express permission of the Public Library Board. The Library may not be used as a regular place of business.

2. **Respect other people in the library.**

Behaviour which is disruptive, abusive, insulting, harassing or threatening to Library users and/or staff is prohibited. Anyone who is perceived as a threat to the safety or enjoyment of the Library will be asked to leave.

Accommodation may be made for special needs individuals in accordance with the provincial accessibility legislation.

Everyone is asked to set their cell phones to vibrate and to converse quietly.

Photographing, filming, audio or video recording in the Library must be authorized by a senior staff person.



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### 3. **Respect the health and safety of all users and staff.**

Shirts and shoes must be worn in the Library.

The use of roller blades, skateboards, and other sports equipment is not allowed.

Animals are not permitted in the Library, other than service animals or animals invited for a special library event.

Caregivers are responsible for the supervision as necessary of children and/or adults under their care while in the Library.

Perfumes/colognes or other scents which may constitute a problem for others, may require staff intervention.

Library staff is empowered to intervene, remedy or prohibit any of the activities or behaviours listed above. If individual staff members are unable to resolve a problem, the Library's CEO or designate will intervene. Staff may request police assistance if individuals refuse to leave the library premises. Violations of these standards may result in cost-recovery charges, removal of library privileges and/or prosecution.

Library staff will, at all times, endeavour to apply these rules in a fair and reasonable manner.

#### RELATED DOCUMENTS:

Facilities Use #2 – Release of Photo Materials policy

Children's & Young Adult Services #2 – Safe Child policy

Tutor permission form

Accessibility for Ontarians with Disabilities Act

#### PREVIOUS REVISIONS:

Facilities Use #1 - Standard of Acceptable Behaviour February 15, 2011