



Policy Title:	Rules of Conduct
Policy Type:	Public Service
Policy #:	PS 004-04
Policy Authority:	CEO
Effective Date:	March 2016

PURPOSE

The purpose of this policy is to enhance the comfort and safety of those using the library, to protect library property and to ensure that a visit to the library is a pleasant experience.

POLICY

The essential behavior for those using the Clarington Public Library is to be considerate of others.

1. Threatening, abusive, discriminatory or harassing language or conduct of any kind is not allowed.
2. Damage, misuse, or theft of library materials, equipment or property is not allowed. Interfering with the designate use of computers and network is also not allowed.
3. Disruptive or intrusive behavior is not allowed.
4. Members of the public may not make requests for service based on prohibited grounds of discrimination under the Human Rights Code.
5. Children requiring supervision must not be left unattended on library premises.
6. Members of the public may only use authorized entrances and exits and are not allowed in "Staff Only" areas without permission.
7. Members of the public must open all bags, books, and papers for inspection if requested by staff.
8. Library materials may not be taken into washrooms.

9. Posting notices, distributing circulars or petitions, soliciting or engaging in any commercial activity on library property must not be conducted without approval of the library.
10. Photographing, filming or video recording on library property must not be conducted without approval of the Library.
11. Members of the public must wear shirts and shoes and other appropriate attire.
12. Use of sports equipment is not allowed on library property.
13. Animals are not permitted in library buildings, except in authorized programs or when needed to assist a person with a disability.

Violation of any of the above Rules of Conduct may result in cost-recovery charges, suspension of library privileges and/or exclusion from the library.