



# WHITBY PUBLIC LIBRARY

*doorway to discovery*

Policy Type:	Public		
Policy Title:	<b>Rules of Conduct</b>		
Authority/Approved:	CEO	April 16, 2008	Date Revised: May 18, 2011

The Whitby Public Library Board has established these rules of conduct for the comfort and safety of library patrons and staff and the protection of library property and materials.

These rules will be enforced fairly and consistently to ensure a pleasurable library visit for all members of the community.

Library patrons will be treated courteously and respectfully by staff and are expected to treat staff and other patrons in the same manner. Library patrons are asked to respect the rights of others using the library and not engage in loud conversation or boisterous behaviour.

The Whitby Public Library is a smoke-free environment.

## **Library users will not:**

Engage in any behaviour in contravention of local, provincial or federal law or library policies.

Damage, steal, mutilate, deface, or vandalize any library materials, property, or equipment. Interfering with the designated use of computers and networks is also not allowed.

Leave children in their care unattended in the library.

Bring animals into the library except as part of an authorized program or when needed to assist a person with a disability.

Enter the library while intoxicated or under the influence of any illegal substance.

Enter the library or while on library premises be without a shirt or shoes, or with offensive body odour.

Use library washrooms for bathing or for washing clothes.

Enter staff areas without authorization. This applies to staff workstations, computers and desks, staff offices, and systems support areas.

Take photographs or produce sound or visuals without permission from the person responsible for the facility at the time.

Canvass, petition, or engage in commercial activity including selling, soliciting or unauthorized distribution of circulars.

Contravention of these rules may result in suspension of library privileges, exclusion from library premises, levying of cost recovery charges, and/or prosecution under the *Ontario Trespass to Property Act, R.S.O. 1990* or the *Criminal Code*.