

# **LP 118 Conduct in the Library and on Library Property**

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## **1.0 Policy:**

The policy of the County of Prince Edward Public Library is to provide a safe, comfortable environment conducive to the use of Library materials and facilities. The Library is intended for the use of all members of the public. Customers are expected to observe the rights of other customers and staff members and to use the Library for its intended purposes.

Misconduct will not be allowed in the Library. When a staff person is concerned about the behaviour of a specific patron, they can request assistance from another staff person. This serves two purposes: (1.) It ensures that the patron is acting inappropriately, and (2.) it ensures that the staff person has backup when asking the patron to leave.

## **2.0 Definitions:**

2.1 “**Misconduct**” is behavior that is illegal or that which:

- interferes with the rights of individuals to use Library materials, services and premises
- interferes with the ability of Library staff to conduct Library business, or
- threatens the secure and comfortable environment of the Library or those using the library or library property.

“**Misconduct**” may include, but is not limited to the following:

- Willfully annoying, harassing, or threatening another person. (Harassment is defined as any action taken or situation created intentionally to produce psychological or physical discomfort, embarrassment, or ridicule. Harassment is characterized by

requests for sexual contact, unwelcome physical advances, or conduct (verbal or physical) of a nature that is intimidating, demeaning, hostile, offensive, or potentially dangerous to self or others.)

- Any behavior that endangers or could endanger the safety or health of others.
- Behaving in a disorderly, loud, or boisterous manner.
- Theft, vandalism, or the deliberate destruction of Library materials, property, or the personal property of customers or staff members.
- Maliciously accessing, altering, deleting, damaging, or destroying any computers, peripherals, computer system, network, computer program or data.
- Impeding access to Library premises or an area of the premises, or blocking access to Library materials for extended periods of time.
- Entering the non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member.
- Leaving personal items in the building. The Library assumes no responsibility for any personal belongings left unattended.
- Using personal electronic devices, including cell phones either with or without earphones, at an unreasonable level.
- Picture taking or video taping of individuals unless authorized by the individuals involved or their parents if minors are present.
- Soliciting of sales or selling except at Library-sponsored events.
- Soliciting signatures in person for a petition.

- Bringing animals into the Library, or on library property, except those trained to assist individuals with disabilities.
- Using tobacco products or alcohol.
- Using the restroom facilities for bathing.
- Violation of any municipal, state, or federal law or code.

### **3.0 Consequences**

Enforcement of these rules for persons age nine and older may take the form of any of the following actions, depending upon the severity of the misconduct which will be determined by the staff on duty at the time.

Patrons who engage in misconduct will be given one warning and asked to behave in an appropriate manner. Patrons who do not modify their behavior after one warning will be asked to leave the Library and library property for the rest of the day.

Patrons who engage in misconduct that in the judgment of a staff member is extreme will be ordered to leave the building immediately, or the police will be called.

Patrons who engage in misconduct in more than one instance may be barred from the Library and library property for a period of one week to one year, depending on the nature of the misconduct, the extent of damage or disruption caused by any history of prior infractions of library policies and other relevant circumstances. A ***Notice of Trespass*** will be issued to the local OPP office by the CEO or designate.