



Collingwood Public Library

Policy Type: **Operational**

Policy Number: **OP – 01.3**

Policy Title: **Code of Conduct**

Policy Approval Date: **February 24, 2022**

Policy Review Date: **February 2026**

Policy Statement

Everyone is welcome in the library, and should feel welcome. The following Code of Conduct has been adopted to ensure that everyone, patrons and staff alike, feel safe in the library. The Code also provides guidelines to staff so that everyone is treated in a fair and equitable manner.

Collingwood Public Library Code of Conduct

1. Parents, guardians and caregivers are responsible for supervising and caring for dependent children and those adults requiring assistance.
2. Sporting equipment, such as skateboards or roller blades, should not be used on library premises. Bicycles are to be left outside at the bike racks provided.
3. Animals are not allowed in the library unless they are (a) registered service animals at work, or (b) they are invited to participate in an authorized library program. If animals are not identified as service animals, staff may require a certificate of training as outlined in the Accessibility for Ontarians with Disabilities Act (AODA).
4. Cell phones should not be used in areas posted as "Quiet Areas."
5. Shirts and proper footwear must be worn.
6. Members of the public are expected to act with respect and mutual consideration. Threatening, abusive, discriminatory and/or harassing behavior is not permitted, neither is excessive noise or obscene and discriminatory language.
7. The use of illicit substances or unauthorized alcohol is not permitted.
8. Deliberate damage, theft or misuse of library materials, equipment or property is not permitted. Patrons must open all bags for inspection if requested by library staff.
9. Patrons must follow the Library's Internet Use Policy. Patrons who are displaying or distributing obscene or illegal material, even on their own laptops, will be asked to leave the premises.
10. Photographing, filming or videotaping of library staff or patrons must be authorized by the CEO or designate.
11. Posting notices, brochures or petitions requires Library staff authorization. There will be no soliciting within the library.
12. Smoking is not permitted within the library or within 9 metres of the library building, as stated in the municipal bylaw.



Application

Library staff will endeavor to apply this Code of Conduct in an impartial manner. Patrons who do not follow the Code may be subject to the following:

1. Suspension of library privileges.
2. Exclusion from the library and a trespass order put in place.
3. Cost-recovery for damages.
4. Prosecution.

Legislation:

These rules are enforceable under the following pieces of legislation:

The Ontario Public Libraries Act, R.S.O. 1990, c. P.44
The Ontario Trespass to Property Act, R.S.O. 1990, c. T.21
The Criminal Code (Canada) (RSC, 1985, C. C-46)
The Child, Youth and Family Services Act, 2017