



# Rules of Conduct

## Operational

### Policy

The following guidelines are in place for the safety of community members, visitors, and staff, and to provide a welcoming space for the enjoyment of library services and facilities by all. Anyone who fails to follow these guidelines or modify their behaviour as requested by Library staff may be asked to leave.

All visitors to the Brantford Public Library will follow the directions of Library staff, and these Rules of Conduct:

#### **1. Act Safely and Responsibly**

You are responsible for persons in your care. For additional information, please refer to Brantford Public Library's Safe Child Policy. You are also responsible for your property and the property of persons in your care. The Library is not responsible for lost, stolen, or damaged items. It is recommended that you keep all personal belongings with you.

You must abide by all laws and Library policies. We have zero tolerance for:

Violent, threatening, abusive, discriminatory, or harassing language or behaviour.

Smoking or vaping on Library premises.

Misuse, consumption, distribution or solicitation of alcohol or non-prescribed drugs, including intoxication or impairment.

Possession and use of weapons or items used as weapons.

Canvassing, petitioning, distributing or posting unauthorized circulars, or engaging in unauthorized commercial activity, including selling and soliciting.

#### **2. Be Considerate of Others**

Be mindful of your behaviour and how it impacts others. Ensure that you:

- a. Use appropriate volume and language, including during use of personal devices.
- b. Comply with copyright legislation when taking pictures and videos in the facility, and obtain verbal consent from persons appearing in your images prior to photographing or filming.

- c. Wear footwear, and tops and bottoms with sufficient coverage at all times.
- d. Keep in mind that the Library serves families, children, and persons of different backgrounds and abilities. We require that respect for all persons be demonstrated at all times.
- e. Keep doorways, aisles, and walkways free of personal items.

### 3. Be Respectful of the Space

Keep spaces clean and use facilities for their intended purposes. Be considerate of property and materials by:

- a. Not damaging or misusing materials, equipment or property.
- b. Checking out all materials before leaving the library.
- c. Not using Library facilities to bathe or wash clothing.
- d. Not bringing animals into Library facilities, except for service or support animals, or animals featured in programs. Service and support animals are required to be restrained, calm, and under control at all times.

The Library may issue a suspension of privileges, trespass notice, or pursue criminal charges as it deems appropriate regardless of compliance or non-compliance with these Rules of Conduct.

## History

**Supersedes:** Not applicable

**Background documents, related policies:** Brantford Public Library Safe Child Policy

**Approval Date:** 1992

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