



## Code of Conduct Policy

Policy Number: 18-28

Policy Approval Date: March 12, 2018

Policy Review Date: March 2021

---

### Definitions

Annex: 1 Minerva St. E., Huntsville, ON

Board: Huntsville Public Library Board

Cannabis: Marijuana

HPL: Huntsville Public Library

Library: 7 Minerva St. E., Huntsville, ON

Spaces: physical, virtual and mobile access points of Huntsville Public Library.

### Background

Vision Statement: A vital centre to collaborate, connect and explore the world in which we live.

Mission Statement: To provide accessible services, programs, collections and spaces designed to inspire and enrich the community.

Values: Intellectual Freedom, Equitable Access, Sustainability, Respect, Innovation, Accountability, Leadership, Community, Life Long Learning, & Creativity.

### Purpose

Our goal is to follow the Vision, Mission, and Values of the Library 2017-2020 Strategic Plan.

The Library Code of Conduct encourages behaviours appropriate to the protection of library materials and property and is enforced for the comfort and protection of all persons who use the spaces and services. It applies everywhere the Library conducts its business, whether on Library property, out in the community or through our Virtual Library, [www.huntsvillelibrary.ca](http://www.huntsvillelibrary.ca).

Everyone has the right to enjoy the services of the Huntsville Public Library (HPL) without disturbance. Our commitment to users and staff is to deliver quality services in

an environment of mutual respect and courtesy, creating a pleasant and safe atmosphere conducive to both life-long learning and the creative use of leisure time.

Library staff will make every effort to apply these rules in a fair, dignified, and positive manner for the benefit of all. At the sole discretion of the Library, anyone choosing to disrespect the policies of the Library and refusing to modify behaviour will be asked to leave. This could result in suspension of Library privileges, cost-recovery charges, and/or prosecution.

## **Policy**

Everyone is welcome at the Huntsville Public Library. While using Library spaces, the Library asks for your cooperation in maintaining a welcoming environment conducive to study and enjoyable use of the Library. Staff make every effort to apply these rules in a fair, dignified and positive manner for the benefit of all.

### **1. Be Respectful of Others**

- Use respectful language and display good conduct. Abusive, coarse, violent, harassing or discriminating language or actions will not be tolerated under any circumstance. This includes but is not limited to physical, sexual or verbal abuse.
- Animals may not be left unattended. Only guide and/or service animals are welcome in the Library and Annex.
- Speak and work at a soft volume. Minimize distracting sounds and set cell phones to vibrate or mute.
- Posting notices, distributing circulars or petitions, soliciting or engaging in any commercial activity on library property must not be conducted without prior written approval of the CEO/Chief Librarian.
- Do not use tobacco, e-cigarettes, cannabis, alcohol or illegal drugs. Persons under the influence of intoxicants may be asked to leave or may be removed.
- Respect individuals with sensitivities to scents and limit the use of fragrances. Pay proper attention to personal hygiene at all times.
- Wear appropriate attire, including shirts and footwear.
- No use of Library property for living or accommodation purposes except under emergency circumstances as determined by the municipality or the Library CEO/Chief Librarian.
- Report disruptive behaviour to an HPL staff member immediately.

## **2. Be respectful of Library property**

- Use provided materials, computers, equipment, and furniture with respect and care.
- Respect the Technology @ HPL Policy while using the Internet, social media tools, and e-Resources.
- Check with staff as to restrictions, if any, on consuming food and/or refreshments in the Library or Annex. Always ensure proper disposal of waste.
- Library materials may not be taken into washrooms.
- Visitors to the Library and Annex are not allowed in staff areas without permission.
- Do not use specific Library spaces to conduct business without renting the space: ex. Muskoka Room, the Solarium, the Creativity & Exploration Hub, and the Friends Multipurpose.
- Keep aisles and corridors clear so as to not interfere with the free passage of others. Large equipment (e.g. carts and strollers) or bulky material (e.g. bags and clothing) must not hinder emergency evacuation or wheelchair access.
- Park bicycles, scooters or small motorized vehicles outside the Library in designated locations. Small items such as skateboards or roller blades may be brought in but cannot be used inside the Library or on the Library front sidewalk.
- Use sports equipment off Library premises.
- Do not photograph, film, or video record, without prior approval of the CEO/Chief Librarian

## **3. Be safe**

- Supervise all individuals, especially children, for whom you are responsible. Do not leave child or vulnerable adults unattended.
- As a security measure, permit inspection, as requested by Library or security personnel, of any personal bags or cases when leaving the Library.
- Keep your belongings safe with you. The Library is not responsible for personal belongings.
- Follow emergency procedures. Leave the building when requested by staff in case of fire, fire drills, or other emergencies.
- Do not engage in activities that are not related to the proper use of the Library.
- Follow all municipal, provincial and federal laws, codes, rules and regulations.

- Follow the instructions of HPL staff.
- Access only public designated areas during normal open hours. Do not stay in the Library when the Library is closed for business.

### **Failure to Comply**

Trespass notices are issued by the CEO/Chief Librarian on behalf of the Board and under the authority of the Public Libraries Act, R.S.O. 1990, c. P.44 and the Trespass to Property Act, R.S.O. 1990, c. T.21. The Public Libraries Act, s. 23 (4) (c) gives the Board the legal authority to make rules "for the exclusion from the library of persons who behave in a disruptive manner or cause damage to library property".

The issuance, appeal and revocation of trespass notices will be subject to the following rules:

- A trespass notice may be issued to persons who behave in a disruptive manner or cause damage to Library property;
- A trespass notice may be issued to persons who violate the Library Board's Code of Conduct;
- A trespass notice will be issued by registered mail or hand delivered, and a copy provided to the Huntsville OPP;
- A trespass notice may be issued for a period from one month to an indefinite period;
- Trespass notices will be issued by the CEO/Chief Librarian or his/her designate;
- A person with a trespass notice may appeal the notice by requesting in writing and providing reason(s) why the notice should be revoked;
- An appeal to revoke a trespass notice issued to a minor must be made by the appellant in the company of their parent or legal guardian.

### **Dissemination of the Code of Conduct**

A summary of the HPL Code of Conduct will be displayed throughout the Library and the Virtual Library ([huntsvillelibrary.ca](http://huntsvillelibrary.ca)) to ensure visits to the Library in a positive manner. Appendix 1 – signage for display in the Library.

### **Thank you for ensuring that your actions are consistent with this Code.**

Compliant with Section 23(4) of the Public Libraries Act, R. S. O. 1990, chapter P.44; conduct in public libraries is prescribed by various federal, provincial, and municipal pieces of legislation, including, (but not restricted to):

- [Child and Family Services Act \(Ontario\)](#)
- Control and Licensing of Dogs By-law (Number: 2012-103)

- Criminal Code (Canada)
- Human Rights Code (Ontario)
- Public Libraries Act (Ontario)
- Skateboard and Bicycle By-law ( Number: 2001-61)
- Smoking By-law - Prohibiting Smoking Outdoors on Town Owned Property (Number: 2010-45)
- Trespass to Property Act (Ontario)

### **Related Policies & Documents**

Code of Conduct Signage

Facilities Rental Policy

Privacy Policy

Safety & Security Policy

Social Media Policy

Standards for Accessible Customer Service Policy

Technology @ HPL Policy

Unattended Children Policy

Video Surveillance Policy

### **History**

The Huntsville Public Library Board approved this policy March 12, 2018 | 18-28

June 8, 2015 | Motion 15-62.

The policy approved February 16, 2011 | no formal motion.