



<b>Policy Title:</b>	<b>Library Use Expectations</b>
<b>Policy Type:</b>	<b>Public Service</b>
<b>Policy #:</b>	<b>PS 004-05</b>
<b>Policy Authority:</b>	<b>CEO</b>
<b>Effective Date:</b>	<b>March 2016</b>
<b>Revised Date:</b>	<b>December 2019</b>

## **Purpose**

To enhance the comfort and safety of those using the Library, to protect library property, and to ensure that a visit to the Library is a pleasant experience for everyone. To ensure those who visit the Library are aware of expectations of behaviour from all members of the shared space.

## **Policy**

Everyone is welcome at Clarington Public Library. All who enter are entitled to an environment free of harassment, harm, and abuse. Clarington Public Library has established these Library Use Expectations for the comfort and safety of library members and staff, as well as for the protection of library property and equipment. Reciprocal interactions between users of the shared space and between members and staff will be courteous and respectful. The expectations of members using the Library will be applied fairly and consistently by staff to ensure a welcoming, shared experience for all members of the community.

## **Guidelines**

As a Clarington Public Library member, I agree to:

1. Be courteous, friendly, and kind to other library members and staff. I will not engage in threatening, abusive, discriminatory, disruptive, intrusive, sexual, or harassing language or conduct.
2. Use all library property, including equipment and materials, appropriately and without damage, theft, vandalism, or willful misuse.
3. Smoke outside library property and not inside the building. I will comply with the requirements of the relevant municipal and provincial regulations on smoking and vaping.
4. Stay alert and not sleep inside the Library.

5. Be responsible for personal belongings and not leave them unattended.
6. Make requests for service based on appropriate grounds and not on prohibited grounds of discrimination under the Human Rights Code.
7. Ensure all children under 10 years of age be accompanied by a competent caregiver while on Library premises. The Library defines a competent caregiver as an individual aged twelve (12) years or older to whom the parent/guardian has given responsibility for the care of the child.
8. Open all bags for inspection if requested by staff.
9. Keep library materials in appropriate areas and not take them into the washrooms.
10. Seek Library approval prior to posting notices, distributing circulars or petitions, soliciting, or engaging in any commercial activity on Library property.
11. For commercial purposes, seek Library approval prior to photographing, filming or recording video on Library property.
12. Wear appropriate attire, including shirts and shoes.
13. Use sports equipment outside Library buildings.
14. Only bring service animals in Library buildings unless Library approval has been granted.

Any behavior that does not support a welcoming environment and/or violates any of the above Library Use Expectations may result in cost-recovery charges, suspension of library privileges, exclusion from the Library, and/or criminal charges.