wasaga beach public library

Policy Name	Code of Conduct		
Section	Operational	Effective Date	Nov 4 2023
Policy Number	OP-01	Reviewed Date	Nov 4 2023
Motion Number		Next Review Date	April 27, 2026

Purpose

The Wasaga Beach Public Library is committed to providing inclusive and welcoming spaces where the community comes together. The rules set out here are intended to ensure the dignity and safety of all community members and staff and maintain the security of library property without disruption to library service.

Visitors to the library have the right to equal treatment without discrimination or harassment based on gender identity, gender expression, sexual orientation, race, colour, ethnic origin, creed, disability, and all other grounds set out in the Ontario Human Rights Code.

Scope

This policy applies to everyone present everywhere the library conducts its business, whether on library property, in the community, over the phone, or electronically.

Definitions

Library materials refers to items found in the library's collection including books, DVDs, audiobooks, Beyond Books items, gaming systems, and games.

Library property includes the bookmobile, the physical facility, furniture, shelving, computers, equipment, and other technologies used to provide library programs and services.

Solicitation is the act of requesting or seeking to obtain something from someone. This includes asking for funds, panhandling, gambling, selling, or advertising.

A **Ban** is a directive to leave the library property and not return, typically for a defined length of time. Banned persons are not permitted to use the library facility, materials, or be on library property. Someone who has been banned has the right to file an appeal with the CEO for reconsideration.

Policy

The Library's top priority is to ensure a positive experience for our users while in the library. All library visitors and employees should be free of any threat of harm, invasion of property or harassment of any kind. Staff make every effort to apply the Code of Conduct in a fair and dignified manner.

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1. **General Rules of Conduct**

1.1. Be respectful of others.

- Speak and work at an appropriate volume.
- Set your mobile device to vibrate or mute.
- Follow and be aware of all Library Policies
- Report disruptive behaviour to a library staff member.
- Respect the sensibilities of others when viewing materials in the library.
- Violent, threatening, foul, abusive, discriminatory, or harassing language or conduct of any kind will not be tolerated.
- Bring in only registered service animals, service animals in training, or those authorized for programs.
- Obtain permission to distribute literature or post material on library property.
- Solicitation is prohibited.
- Appropriate attire is required. This includes shirts, bottoms, and shoes. Skates, beachwear, and see-through cover ups are not appropriate.
- Practice personal hygiene.
- Respect others with sensitivity to scents and limit the use of scented products.
- Exit the library promptly at closing.
- Enter and leave the library via designated public entrances.
- Photographing, filming, video and/or audio recording within the library by visitors requires approval in advance. Parents or guardians must provide permission for minors to be photographed or recorded.
    - Library staff may be taking photographs and/or video of library programs, services, and facilities for library purposes. Visitors who do not approve of their images being used will be encouraged to speak with staff or move out of the camera frame.

1.2. **Be respectful of library property.**

- Smoking and/or vaping is not permitted anywhere on library property, nor within nine (9) meters of any entrance.
- Consumption of alcohol and illegal substances are prohibited on library property.
- Misuse or defacement of library materials, computers, equipment, or furniture is prohibited.
- Patrons agree to abide by the membership and borrowing policy.
- Using the library as sleeping quarters is prohibited.
- Tidy up after yourself. Recycle and throw out your garbage in the bins provided.

- Keep aisles, emergency exits, and spaces around you clear so others can easily access them.
- Consume drinks or snacks in appropriate areas.
    - No food or drinks are permitted within the Digital Lab.
    - Visitors will be required to compensate the library for any repairs or replacement of library materials or property caused by irresponsible consumption of food products or beverages.
- Entry into staff areas without permission, is not permitted.

1.3. **Be safe**.

- The library is not responsible for lost, damaged or stolen items.
- Leave the building promptly in cases of fire, fire drills, or other emergencies.
- Use of sports or recreational equipment is not permitted on library property.
- Bicycles, scooters, and other small recreational motorized vehicles should be parked outside.
- Running, rough housing, sexual activities and violent behaviour are prohibited.
- Violence, threats of violence, vandalism and theft are prohibited.
- Follow all municipal, provincial and federal laws, codes, rules, and regulations.
- Criminal activities are not tolerated and could result in legal action.

2. **Minors in the Library**
   While people of all ages are welcome to utilize the library's space, programs and services, the library encourages parents, guardians and caregivers to accompany minors in the building to safeguard children and ensure that they are respectful of the Code of Conduct. Adults should remain on premises while children participate in library programs and services. Children requiring supervision must not be left unattended on library premises.

3. **Bans and Appeals**
   Any behaviour that does not support a welcoming environment and/or violates the Code of Conduct may result in cost-recovery charges, suspension of library privileges, a ban from the Library on the basis of the Ontario *Trespass to Property Act,* or prosecution. Any person who has been banned from the Library has the right to appeal the exclusion.

Responsibility

Any behaviour that does not support a welcoming environment and/or violates the Code of Conduct may result in cost-recovery charges, suspension of library privileges, being

banned from the library or prosecution.

To maintain a safe, supportive and welcoming environment for Library users and staff, Wasaga Beach Public Library has the right and obligation to enforce the Code of Conduct in a fair and consistent manner.

When a breach of the Code of Conduct occurs, the Library has discretion in determining whether a person will be excluded and the time period of the ban. The severity of the misconduct, the circumstances surrounding the incident and any mitigating factors will be taken into consideration when making this determination.

Appendix

Ontario Trespass to Property Act

Related materials/policies

Library policies can be found on our website at:
https://wasagabeachpubliclibrary.ca/governance/

If you require access to a policy in an alternative format, please let staff know.

Policy History

Approved by the Public Library Board, Nov 3, 2023.

Revised and approved by the Public Library Board, April 27 2026.

Amended and approved by the Public Library Board September 28, 2026