

# Chatham-Kent Public Library

## Code of Conduct

### Purpose

Everyone is welcome at Chatham-Kent Public Library (CKPL). The Code of Conduct has been adopted to ensure the safety, protection, and comfort of everyone using the library. Library staff make every effort to apply these policies in a fair, respectful and positive manner for the benefit of everyone. We are committed to providing a safe, supportive and welcoming environment where we treat each other with respect and courtesy. We ask your cooperation in maintaining a positive and welcoming environment for everyone to enjoy while using CKPL facilities, collections, and services.

### Content

The Code of Conduct applies everywhere CKPL conducts its business, including on library property, out in the community, in correspondence (in person, by phone, email, text message) and online (library website and social media accounts).

During your visit to the library, please:

#### Respect others

- Respectfully coexist and be considerate of others in library spaces.
- Take responsibility for those in your care during your visit.
- Dress appropriately for public space, including wearing tops, bottoms and footwear.
- Follow the directions of staff and security.

#### Stay safe

- Stay awake and alert in library spaces. To ensure library customers are well and are not in need of emergency services, anyone who is found to be sleeping will be wakened.
- Use furniture, equipment and spaces for their intended purposes.
- Keep all valuables and personal items with you.
- Allow library staff and security to inspect personal bags, packages, cases, or other containers.
- Leave the building in case of fire, fire drills or other emergencies.

Some behaviours are unacceptable and may result in the loss of library privileges, exclusion from the library for a period of time, cost-recovery charges, and/or prosecution. These behaviours include:

- Violent, threatening, abusive, discriminatory or harassing language or intimidating conduct of any kind.
- Disruptive, intrusive behaviour that interferes with the ability of others to enjoy, use, or work in the library.
- Entering "Staff Only" areas or using "Staff Only" desks or equipment, without staff permission.
- Carrying or using a weapon or other items deemed dangerous or being used in a threatening manner.
- Engaging in illegal activity.
- Violating Library policy.
- Using, distributing or preparing intoxicating substances (e.g. alcohol, marijuana, illegal drugs) on library property, with the exception of designated areas when a liquor license has been obtained and is in place for an authorized event.
- Smoking, vaping, and the use of tobacco on library property and/or within 9 metres of any library entrance or exit, with the exception of a smudging ceremony which has been previously approved by the CEO/Chief Librarian.
- Using washrooms inappropriately (e.g. taking library materials into washrooms, bathing, washing clothes, sleeping). To ensure library customers are well and are not in need of emergency services, wellness checks will be conducted after 15 minutes in the washroom.
- Soliciting and panhandling.
- Using sports equipment (e.g. bicycles, skateboards etc.) on library property.
- Trespassing while under an active Trespass Notice or temporary ban.
- Photographing, filming or video recording on CKPL premises without prior approval.

Appeals of decisions under the above rules may be made in writing to the CEO/Chief Librarian. A final appeal may be made in writing to the Chatham-Kent Public Library Board.

This policy may be revised at any time without notice and shall be effective as of the date of the revision.

Issue Date: November 23, 2010

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Background Documents: Chatham-Kent By-Law 137-2014 - Smoke-Free Chatham-Kent By-law; Accessibility Policy; Bulletin Boards and Petitions Policy; Children's Services Policy; Communications Policy; Internet Access Policy

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