

POLICY STATEMENT
CODE OF CONDUCT - PATRON

APPROVED BY: Richmond Hill Public Library Board

REVISED: September 20, 2007

NOTICE TO USERS

CODE OF CONDUCT - PATRON

Purpose

The code of conduct defines behaviour appropriate within the Richmond Hill Public Libraries so that all patrons can, without disturbances or threat, use the materials and services that meet their educational, cultural, leisure and information needs.

General Rules

1. Smoking is not permitted on Library property.
2. Entry into Staff Areas by members of the public is not allowed.
3. Library materials cannot be taken into washrooms.
4. Patrons must adhere to the rules regarding the loan and return of Library materials and equipment and the payment for the late return of the same.
5. Patrons leaving the public service areas of the Library may be required to make available for inspection the contents of all bags, briefcases and other containers for the examination of all papers, books, audiovisual and other Library materials in their possession.
6. All children should be accompanied by an adult. Children under the age of 11 must be accompanied by an adult while in the Library. If children under the age of 11 are unattended by an adult, the Children's Aid Society of York Region may be contacted by Library staff.
7. Animals are not allowed in Library buildings unless they are to be part of a Library sponsored program or are seeing eye dogs.
8. Defacing, marking or damaging of Library material, building, furniture or property is not permitted.
9. Patrons must comply with the appropriate use of the Internet and its resources as outlined in the Public Internet Use Policy.
10. Photography, filming and the use of all photographic devices are not allowed in the Library's washrooms.
11. 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 Library CEO.

Expulsion

Persons will not be allowed to remain on Library premises, or return that calendar day, when, in the opinion of Library staff, they:

- are in a condition which is a threat to public health and safety;
- exhibit noisy or disruptive behaviour that disturbs Library patrons or the daily operation of the Library services;
- exhibit threatening behaviour or use foul or threatening language;
- use materials or the Library facilities in a manner that results in damage or other harm;
- canvas, sell, promote, or distribute unsolicited materials or engage in unauthorized commercial activities on Library property contrary to Board policy.

Repeated breaking of Richmond Hill Public Library Code of Conduct will be grounds for exclusion from Library property for extended periods of time.

Offences

Persons who steal, vandalize or commit offences under the Criminal Code will be prosecuted and excluded from use of Library buildings for an extended period of time.