

Chatham-Kent Public Library

Code of Conduct

Purpose

Everyone is welcome at Chatham-Kent Public Library. The Code of Conduct has been adopted to ensure the safety, protection and comfort of everyone using the Library. The policy will be courteously, but firmly, enforced by all Library staff. We are committed to maintaining a safe, supportive and welcoming environment where we treat each other with respect and courtesy. We ask your cooperation in maintaining a welcoming environment conducive to the library's vision of connecting communities with information and inspiration.

Content

The Code of Conduct applies everywhere Chatham-Kent Public Library conducts its business, whether on Library property, out in the community, through the Library website and CKPL social media accounts.

The Library asks the public to be respectful of others and behave in a manner that does not disrupt other people in the Library or staff.

The following Code of Conduct applies when using Chatham-Kent Public Library.

1. Violent, threatening, abusive, discriminatory or harassing language or intimidating conduct of any kind is not allowed. This applies to both in person and over the telephone.
2. Disruptive, intrusive behaviour that interferes with the ability of others to enjoy, use, or work in the Library is not permitted. Anyone who is seen as a threat to the safety or enjoyment of the Library facilities will be asked to leave.
3. Responsibility for the behaviour and well-being of any child who uses the library rests solely with the parent (or with the guardian/caregiver assigned by the parent). (See Safe Child Policy)
4. Members of the public may only use authorized entrances and exits and are not allowed in "Staff Only" areas and cannot use "Staff Only" desks or equipment unless authorized or accompanied by staff.
5. Weapons or other items deemed dangerous are not permitted on Library property.
6. Activity in violation of federal or provincial law, municipal by-law or Library policy is not permitted.
7. Deliberate damage, misuse, or theft of library materials, equipment and property is not allowed. Interfering with the designated use of computers and networks is not allowed.
8. Cell phones must be set to silent or vibrate mode if turned on inside the library. Talking loudly on cell phones and ringing cell phones are not allowed. Keep calls short and quiet.

9. The Library reserves the right to inspect the contents of any packages, bags, books, papers or other containers.
10. Smoking, use of tobacco, vaporizers (e.g. electronic cigarettes) is not permitted anywhere in the Library including within 9 metres of any entrance or exit. (Chatham-Kent 137-2014 - Smoking By-law)
11. Posting notices, brochures, petitions or engaging in any commercial activity requires Library staff authorization. No direct solicitation or canvassing of library users may be conducted on CKPL premises. (See Bulletin Boards and Petitions Policy.)
12. Photographing, filming or video recording on CKPL premises must be approved prior to using a recording device. (See Bulletin Boards and Petitions Policy.)
13. Alcohol or illegal drugs may not be brought into the Library.
14. Shirts and shoes and other appropriate attire must be worn in the Library. Use of sports equipment is not allowed on Library property.
15. Service animals are welcome in the Library. Other animals are only allowed during authorized programs.
16. The Library is not responsible for personal items left unattended or lost or stolen personal items.
17. Library materials may not be taken into washrooms. Bathing or washing clothes in the washrooms is not allowed.
18. Those exhibiting bodily hygiene so offensive as to constitute a nuisance to other people in the Library may be asked to leave.
19. Appeals of decisions under the above rules may be made in writing to the Chief Librarian. A final appeal may be made in writing to the Chatham-Kent Public Library Board.

Any behaviour that does not support a welcoming environment and/or violates the Code of Conduct may result in suspension or removal of Library privileges including banning from all Library locations, cost recovery charges, and/or prosecution under the Ontario Trespass to Property Act, R.S.O. 1990 or the Criminal Code.

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Background Documents: Chatham-Kent 137-2014 - Smoking By-law; Bulletin Boards and Petitions Policy; Safe Child Policy

For more information or alternative formats of this document, please email cklibrary@chatham-kent.ca.