



AURORA PUBLIC LIBRARY BOARD RULES OF CONDUCT POLICY

1. PURPOSE

The Aurora Public Library's (the Library) Rules of Conduct have been established to ensure a positive experience for everyone.

2. POLICY

Everyone is welcome at the Library. We ask your cooperation in maintaining an environment that is conducive to the enjoyable and productive use of the facility.

The following rules are in place to prevent disruptions, ensure the safety of the public and staff, and safeguard the security of Library property. Staff make every effort to apply these rules in a fair, respectful and positive manner, for the benefit of all.

Violation of these rules could result in expulsion from the Library, cost-recovery charges and/or prosecution under the *Trespass to Property Act (1990)* or the *Criminal Code*.

3. GENERAL RULES

1. The Library welcomes everyone who is willing to use the facility in a positive and productive manner.
2. Children must be accompanied by someone who is responsible for their safety and supervision. Library staff is obligated by law to call York Region Police or York Region Children's Aid Society if a child is unattended and appears to be in need of supervision or protection.
3. Animals are not permitted in the Library except registered service animals as defined in the Accessibility for Ontarians with Disabilities Act or when required in authorized programs.
4. Shirts, shoes, and other appropriate attire must be worn at all times. Use of sports equipment is not permitted, including roller blades and skateboards. Bicycles are to be parked outside the library.
5. The Library reserves the right to inspect contents of all bags and carrying cases. Library materials may not be taken into the washroom.
6. Smoking is not permitted anywhere in the Library. This includes the use of e-cigarettes.

7. Entry into staff areas, including desks and equipment in public areas, is not permitted.
8. Distributing brochures, pamphlets or petitions, soliciting or engaging in any commercial activity is not permitted, unless authorized by the Library.
9. Copyright laws, licensing agreements, and other intellectual property rights must be respected.
10. Customers must comply with the appropriate use of the Internet and its resources, as outlined in the *Internet Access Service Policy*.
11. The public must obtain authorization before posting materials, taking photographs, filming, or video-recording in the interior of the Library. Use of photographic or recording devices is not allowed in washrooms.
12. Snack foods and beverages in covered containers may be consumed in the library. Customers are expected to discard all waste material.
13. Customers are advised to keep all personal belongings with them, i.e. purses, portable devices, laptops, etc., as the library is not responsible for items that are lost or stolen on the premises.

4. VIOLATION OF CODE OF CONDUCT

Behaviour and/or language which is noisy, disruptive, abusive, harassing, or threatening to Library customers or staff will not be tolerated. Anyone exhibiting such behaviour will be cautioned, and if the behaviour persists, may be asked to leave.

Anyone committing acts of vandalism, willful damage and/or theft of Library property, including library materials and equipment, may be subject to prosecution.

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

- are behaving in a manner that is considered to be a threat to public health or safety;
- exhibit threatening behaviour or the use of inappropriate or threatening language;

- use materials or Library facilities in a manner that may result in damage or harm.

Repeated contravention of the Aurora Public Library *Rules of Conduct* may be grounds for exclusion from Library property for an extended period of time.

Related Policies

1. Internet Access Service Policy
2. Unattended Children Policy

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Date of Last Revision: February 21, 2013	

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