
Smiths Falls Public Library



Policy Type: **Operational**

Policy Number: **OP-15**

Policy Title: **Library Code of Conduct**

Policy Approval Date:

Last Review Date: **January 23,
2024**

The Smiths Falls Public Library provides free and equitable access to services in a welcoming and supportive environment that is free from discrimination and harassment. The rules set out here are intended to ensure the dignity and safety of the public and the staff, and to maintain the security of library property without disruption to library service.

Within this context, our top priority is to ensure a safe and positive experience for our library users while in the library.

Everyone using the library is expected to:

Be respectful of others.

- Speak and work at a reasonable volume.
- Set your mobile device to low volume.
- Refrain from foul, abusive, or discriminatory language or actions.
- Respect the sensibilities of others when viewing materials in the Library.
- Refrain from bringing in animals with the exception of registered guide/service animals. Emotional support animals are not considered service animals under the Accessibility for Ontarians with Disabilities Act (AODA) and as such are not permitted within the library.
- Obtain permission from the Library to distribute literature or post materials on Library property. Solicitation is not permitted in the Library.
- Refrain from photography and videography of other users unless granted express permission by the CEO.
- Respect others with sensitivities to scents, and limit the use of scented products.
- Wear proper clothing and footwear. Report disruptive behaviour to a Library employee.
- Obey all laws (eg. no smoking) and library policies.

Be respectful of Library property.

- Use the Library's materials, computers, equipment, and furniture with care.

- Properly dispose of garbage and recycling.
- Keep aisles, corridors, and spaces around you clear so that others can easily access them.
- Do not enter areas posted “Staff Only” without staff permission.
- Park bicycles, scooters, and small motorized vehicles outside the Library. Small items such as skateboards or roller blades may be brought in but may not be used inside the Library or near the entrance.

Be safe.

- Keep your belongings with you as the Library is not responsible for lost or stolen items.
- Leave the building in case of fire, fire drills, or other emergencies.
- Follow the instructions of Library employees.

Exclusion and Appeals

Employees will make every effort to apply these policies in a fair, dignified, and consistent manner for the benefit of everyone. Anyone choosing to disrespect the policies of the Library and refusing to modify behaviour will be asked to leave.

The CEO may issue a suspension of up to year in duration.

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 Smiths Falls Public Library Board.