

## Code of Conduct

Oxford County Library is committed to providing quality service, community support, and access to information in a welcoming environment. The Library's Code of Conduct is intended to ensure the comfort and safety of all library clients. Staff make every effort to apply these rules in a fair and positive manner for the benefit of all.

1. All individuals on library property are expected to be respectful and considerate of others, including fellow clients, library personnel, and library property and to refrain from disruptive, offensive, or abusive behaviour.
2. Children are the sole responsibility of their parents and/or legal guardians while visiting the Library. Children requiring supervision must not be left unattended on library premises.
3. All individuals on library property must wear appropriate attire, including shoes and shirts.
4. Animals and pets are not permitted in the library or within 3 metres of the entrances, with the exception of service animals or those scheduled in library-authorized programs.
5. The Library is a non-smoking facility; smoking, the use of e-cigarettes and vaporizers on Library premises are prohibited.
6. The Library is not responsible for personal belongings of clients. Do not leave items of value unattended. Shopping carts are not permitted inside the library.
7. Public computer workstations are limited to one user at a time, except by staff permission.
8. Eating and drinking are allowed in designated areas only, and at staff discretion.
9. Sporting equipment is not permitted to be used on Library property. This includes, but is not limited to, in-line skates and roller blades, skateboards, and scooters.
10. Loitering that results in disorderly or disruptive behaviour is not allowed on library property at any time.
11. Members of the public are not permitted into non-public areas unless authorized by library staff.
12. Restroom facilities are to be used for their intended purposes only. Vandalism and inappropriate behaviour will not be tolerated.
13. Cell phone users may be directed to make and receive calls outside of the library.
14. Persons, including the media, wishing to film or take photos in the Library must have the permission of library staff.
15. Posting notices, distributing circulars or petitions, soliciting or engaging in any commercial or charitable activity on library property must not be conducted without prior approval of the Library CEO or designate.
16. In any situation where staff think the laws of Ontario or Canada have been contravened the police will be contacted. The Library reserves the right to ask to inspect bags.

**Any violations of the Code of Conduct may result in cost-recovery charges, suspension of library privileges, exclusion from the library and prosecution.**

**Questions about this Code of Conduct can be referred to library administration.**

**The Code of Conduct was amended by the Oxford County Library Board, December 2016.**