

## Town of Beaverlodge Library Board Policies

<b>Policy Name</b>	<b>Patron Conduct</b>
Policy Number	13
Legislative Authority	Occupational Health and Safety Act, Regulations and Code

**Purpose** To ensure a safe and pleasant environment for Library members and the public while using the Beaverlodge Public Library facilities. Library staff and all persons in the Library are expected to treat each other with respect and are entitled to be treated with respect.

**Definitions** Library means Beaverlodge Public Library  
 Bylaws means the 2017 Bylaws of the Town of Beaverlodge Library Board

- Policy**
- 1. Patron Code of Conduct**
    - 1.1 Patrons are expected to follow the Patron Code of Conduct as posted in the Library. (See Appendix)
    - 1.2 When necessary, staff will intervene to address unacceptable behaviour.
  
  - 2. Unattended or Unsupervised Children**
    - 2.1 The responsibility for the safety and behaviour of children in the library, including the children’s use of the internet, rests with the parent or caregiver and not with library staff.
    - 2.2 Children and groups of children under the age of 9 must be accompanied by a parent or adult caregiver who is requested to remain in the Library if their children participate in library programs.
    - 2.3 Under no circumstances will Library staff provide a ride home for the child.
  
  - 3. Use of Alcohol and Drugs**
    - 3.1 The sale, consumption of, or visible intoxication by alcohol or drugs is not permitted in the library.
    - 3.2 An exception to 3.1 is that the sale and consumption of alcohol is permitted during private Library-sponsored adult events with the appropriate permit in place and strictly adhered to.

Original Effective Date:	2014		
Reviewed and Revised Effective Date:	May 16, 2018	Chairperson’s Signature	Chairperson’s Name
Review Due Date:	May 2020		

Policy 13 Appendix



## CODE OF CONDUCT

The library is here for the use and enjoyment of everyone.

Please show consideration for others at all times.

***You have a right to:***

- ❖ Service that is friendly and helpful
- ❖ Be treated with respect
- ❖ A safe and welcoming environment

***When visiting the library you must:***

- ❖ Respect the rights of others using the library
  - Cell phones must be used in a manner that does not disturb others
  - Speak at a reasonable conversational level
- ❖ Treat library staff with courtesy
- ❖ Treat other library users with courtesy
  - Threatening, harassing, or abusive language or behaviour will not be tolerated
  - Behaviour that interferes with any person's comfort and use of the library is not allowed
- ❖ Treat library buildings and equipment with care
  - Only beverages with lids are permitted
  - No food is allowed at the computers
  - Feet are not allowed up on furniture
  - Stealing, damaging, or vandalizing library property is against the law
  - Skateboards, inline skates, etc. are not to be used in library

***Other requirements for library use:***

- ❖ No bare feet allowed
- ❖ Shirts must be worn
- ❖ No running in the library

You may be asked to leave the library if you do not follow this code of conduct.

You may be temporarily or permanently banned from the library's facilities for serious misconduct or repeated breaches of this code.