

Policy Number	1.1
Title	Behaviour Policy
Section	1: General
Effective Date	February 27, 2002
Review Date	September 1, 2017



The Cobourg Public Library is intended to be a place of shared community space where members of the public can congregate to enjoy the Library and its services.

This Behaviour Policy encourages behaviour that is conducive to ensuring that everyone has a positive experience during their interaction at the Library. It applies everywhere the Library conducts its business, whether on Library property, in the community, over the phone or email, or through our website.

Your public library is a community place. Respectful sharing of library space makes it a great experience for everyone. In order to maintain a harmonious community space, be mindful of the following:

Be respectful of others.

- Harassment, assaults or use of threatening language is not welcome nor permitted. This applies to everyone, Library patrons, staff, and other visitors.
- Disruptive behaviour, obscene language, or any other unacceptable behaviour is not welcome nor permitted. This applies to everyone, Library patrons, staff, and other visitors.
- Be responsible for those in your care. Do not leave a child or vulnerable person unattended. Supervise all individuals for whom you are responsible. Someone who is responsible for their safety and supervision must accompany children under the age of 10.
- Set your mobile device to vibrate or mute. Wear headphones when you use sound on your device.
- Library users must use the library in an appropriate manner and in accordance with the Town of Cobourg bylaws and provincial and federal statutes.

Treat Library materials, resources with care and respect.

- Eating is permitted in the Library, with the exception of the Local History Room, and at the computer stations.
- Damage, misuse or theft of Library materials, equipment and property is not permitted.
- Do not take Library material(s) into the washroom.

Be respectful of the space, building, and grounds

- Service animals and animals in authorized programs are welcome in the Library.
- Vandalism, thefts or weapons are not permitted.
- Solicitation, canvassing, and selling are not welcome or permitted without prior permission of the Library CEO.
- Leave privacy screens on the Library computers at all times
- Use of sports equipment or transportation devices on Library property (skateboards, roller-skates, bicycles, scooters) is not permitted, except when used as necessary by a person with a disability.
- Wear shirts and shoes when visiting the Library.

For the comfort and safety of all customers and colleagues, Library staff will ensure that inappropriate behaviours are addressed. Staff have the authority to ask customers to leave the premises at any time, and can ask customers to open their bags for inspection.

Disregarding these rules could result in suspension of Library privileges, expulsion, cost recovery charges, prosecution and/or banning of the offender from the Library.

CEO: _____