

Policy Number	1.1
Title	Behaviour Policy
Section	1: General
Effective Date	February 27, 2002
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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 including, but not limited to: Library property, in the community, over the phone or email, through our website or social media, as well as any other online venue where Library business is occurring.

Your public library is a community place. Respectful sharing of library space makes it a great experience for everyone.

The Cobourg Public Library is committed to creating and maintaining a safe, positive and quality environment where we treat each other with respect and courtesy.

At the Cobourg Public Library everyone's conduct will be:

- Mutually respectful
- Responsible
- Law-abiding
- Considerate of Library property

The following rules are for the safety and comfort of everyone in the library.

- Behaviour or language which is threatening, abusive, harassing or disruptive to Library staff or patrons will not be tolerated. Physical or verbal protest that interferes with an individual's ability to easily use the library's services, resources, programs or facilities or that creates an intimidating or hostile environment for staff, patrons, or speakers, is unacceptable. Anyone who is perceived as a threat to the safety or enjoyment of the library facilities will be asked to leave.
- Absolutely no weapons or facsimiles of any kind are permitted on Library property. Individuals in possession of a weapon or facsimile on Library property at any time will be asked to leave immediately and may be banned from future entry to all Library locations.
- Any person who steals or vandalizes Library property will be subject to prosecution.
- Selling, using, or being under the influence of drugs or alcohol is prohibited anywhere on Library property.
- Private business interactions are subject to prior approval by a senior staff member; unless a Library community space has been rented for the purpose of conducting private business.
- There is no smoking or vaping allowed anywhere on Library property.
- Parents, guardians and caregivers are responsible for the supervision of children in their care.
- Patrons are to use library furniture, equipment, facilities and designated spaces for their intended purposes only.

- The Library considers persons who are sleeping to be in distress. The Library will conduct wellness checks for the safety and security of the individual. Individuals may be asked to take steps to address the concern, up to and including exiting the Library.
- Encampments, the erection of structures, and/or any other form of unauthorized occupation are not permitted on Library property.
- Fires on Library property are strictly prohibited.
- Any action, behaviour, or circumstance which reasonably interferes with the public's ability to enjoy Library's services and resources is considered unacceptable.
- Patrons must wear shirts and shoes at all times.
- Littering on Library premises is not permitted. Patrons must clear away all waste material.
- Patrons are not allowed in areas designated as "Staff only" unless accompanied by Library staff.
- Petitioning, posting of flyers, soliciting or engaging in commercial activity is prohibited unless authorized by the CEO/Chief Librarian or designate.
- Cell phones, laptops, computers, and other devices are to be used in a manner which does not disturb other patrons.
- Photographing or filming in the Library requires prior approval from a senior staff member.
- Animals are not permitted in the Library unless they are registered service animals at work or participating in a Library program organized to accommodate them.
- The use and/or storage of wheeled devices in the Library is prohibited, including skateboards, roller skates/blades, motorized or non-motorized recreational scooters, bicycles, and shopping carts. All of these wheeled devices must be left outside of the Library or carried while inside the Library. These restrictions do not apply to strollers/wagons for children, collapsible carts for shopping, wheeled luggage, and AODA assistive devices, such as wheelchairs, walkers, or mobility scooters. Other wheeled devices may be accommodated with Library approval.
- Patrons must keep personal belongings with them at all times. The Library is not responsible for damage to or theft/loss of personal belongings. Unattended items may be disposed of by the Library. Personal belongings cannot block or impede aisles, hallways, entries, exits or any other path of travel for Library staff and patrons in or around Library buildings.
- Appeals of decisions may be submitted, in writing, to the CEO/Chief Librarian for consideration.

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

Trespass notices may be issued by the CEO/Chief Librarian or designate on behalf of the Library Board and under the authority of the Public Libraries Act, R.S.O. 1990, c. P.44 and the Trespass to Property Act, R.S.O. 1990, c. T.21.

Under Section 23(4) of the Public Libraries Act, R. S. O. 1990, chapter P.44; conduct in public libraries is prescribed by various federal, provincial, and municipal pieces of legislation, including, (but not restricted to): Child and Family Services Act (Ontario), Criminal Code (Canada) , Human Rights Code (Canada), Public Libraries Act (Ontario), Trespass to Property Act (Ontario)