



Dryden Public Library Board

POLICY

SECTION: OPERATIONAL	NO: OP-06
TITLE: Patron Code of Conduct	Date: February 2022
	Next Review Date: February 2025

1.0 Policy Statement

The Dryden Public Library strives to be a safe and welcoming space for all. To ensure the comfort and safety of library patrons and staff the Library sets forth the following rules of conduct for all patrons.

2.0 Patron Code of Conduct

All patrons are expected to:

- 2.1 Treat staff and other patrons with respect
- 2.2 Respect the Library's facilities, materials and equipment
- 2.3 Adhere to library policy, copies of the Library's policies can be accessed on our website or by request at the circulation desk
- 2.4 Behave appropriately for the library environment

Patrons who do not follow the Code of Conduct may be asked to leave the Library immediately, may have their library privileges suspended or revoked, may be assessed cost-recovery charges, or the appropriate authorities may be contacted.

3.0 Other Procedure and Regulations

- 3.1 The Library is not responsible for personal items left unattended.
- 3.2 Service animals are always welcome in the Library. However, other animals are not permitted, except during a program authorized by staff.
- 3.3 The Library cannot guarantee the privacy of information on our public computers. Patrons are encouraged to restart computers after use.
- 3.4 Smoking and vaping is prohibited in the Library and within 9 metres of any library entrance.
- 3.5 Children under the age of nine (9) cannot be left in the Library unattended. Please see *OP-07 Children's Services Policy* for specific rules regarding unattended children.
- 3.6 Patrons may not use the Library when intoxicated or under the influence of drugs, and may not consume, sell or trade alcohol or drugs (prescription or illegal) on the premises.

4.0 Suspension of Library Privileges

- 4.1 Warnings, suspensions, and exclusion from the library facility will be issued at the discretion of library staff and the CEO:
- 4.1.1 For minor breaches of conduct (non-violent, non-threatening and not resulting in damage to library property) patrons may receive a warning or be asked to leave the Library for the remainder of the current business day.
 - 4.1.2 Repeated infractions will result temporary suspensions from the Library (1-3 months), to be determined by the CEO. Patrons must review the Patron Code of Conduct before library privileges will be reinstated.
 - 4.1.3 Repeated suspensions may lead to the permanent suspension of library privileges, as determined by the CEO.
- 4.2 The abuse of staff or patrons (verbal or physical), damaging or destroying Dryden Public Library property or engaging in any illegal activity may result in an issuing of a Notice of Trespass. The Police will be notified of any breach of a Notice of Trespass.
- 4.3 Patrons whose have been suspended will be notified. Patrons may appeal their suspension to the Library Board. The decision of the Library Board will be final.

Related Documents:

Appendix 3: Incident Report Form

Appendix 4: Signage

History			
Approval Date:	June 16, 2016	Approved by:	L Ayers
Amendment Date:	February 15, 2017	Approved by:	L Ayers
Amendment Date:	February 22, 2022	Approved by:	M Benson
Amendment Date:		Approved by:	