



# Dryden Public Library Board

## POLICY

<b>SECTION: OPERATIONAL</b>		<b>NO: OP-06</b>
<b>TITLE: Patron Code of Conduct</b>		<b>Date: September 2024</b>
		<b>Next Review Date: September 2028</b>

### 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 has rules of conduct for all patrons.

### 2.0 Patron Code of Conduct

- 2.1 All patrons are expected to:
  - 2.1.1 Treat staff and other patrons with respect.
  - 2.1.2 Respect the Library's facilities, materials, and equipment.
  - 2.1.3 Adhere to library policy. Copies of the Library's policies can be found on our website or by request at the circulation desk.
  - 2.1.4 Behave appropriately for the library environment.
- 2.2 If patrons do not follow the Code of Conduct the Library may:
  - 2.2.1 Ask them to leave immediately,
  - 2.2.2 Suspend or revoke their library privileges.
  - 2.2.3 Charge them fees equal the cost of damaged property
  - 2.2.4 Contact the appropriate authorities.

### 3.0 Other Procedures and Regulations

- 3.1 The Library is not responsible for personal items.
- 3.2 Service animals are always welcome in the Library. 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 twelve (12) 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 More serious or repeated infractions will result in temporary suspensions from the Library (2 weeks). Template letters are available for any staff member to use when instituting a temporary suspension. Patrons must review the Patron Code of Conduct before library privileges will be reinstated.
  - 4.1.3 Serious or repeated suspensions may lead to issuing a no trespassing notice, as determined by the CEO. The length of the no trespassing notice will vary based on the circumstances. Patrons must review the Patron Code of Conduct before library privileges will be reinstated.
- 4.2 The Police will be notified of any breach of a Notice of Trespass.
- 4.3 Patrons who 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			
<b>Approval Date:</b>	June 16, 2016	<b>Approved by:</b>	L Ayers
<b>Amendment Date:</b>	February 15, 2017	<b>Approved by:</b>	L Ayers
<b>Amendment Date:</b>	February 22, 2022	<b>Approved by:</b>	M Benson
<b>Amendment Date:</b>		<b>Approved by:</b>	