



**SUBJECT: RULES OF CONDUCT POLICY**

**Policy No: 2020-23**

**Date: September 21, 2020**

**Review Date: September 2024**

**Pages: 3**

---

## **PURPOSE**

The following rules of conduct are posted to ensure the comfort and protection of all persons who use the facilities of the Innisfil ideaLAB & Library.

## **POLICY**

### **General**

Everyone is welcome at the Library. The cooperation of all who attend the Library is required to maintain an environment conducive to the enjoyable and productive use of the facility.

### **Application**

This policy applies to all visitors to the Innisfil ideaLAB & Library facilities and properties.

### **Definitions**

***Intoxicant*** is defined as an intoxicating agent, or anything that causes intoxication.

***Library premises*** include the building, and the surrounding parking areas, walkways, and green areas (as applicable) up to the property lines.

### **Guidelines**

Conduct in the Library is subject to legislation including but not necessarily limited to *The Criminal Code of Canada*, *The Ontario Human Rights Code*, *The Accessibility for Ontarians with Disabilities Act 2005* and its accompanying regulations, *Accessibility Standards for Customer Service Ontario Regulation 429/07* and *Integrated Accessibility Standards Ontario Regulation 191/11*, *The Municipal Freedom of Information and Protection of Privacy Act*, and *The Ontario Child and Family Services Act*.

The following rules are in place to prevent disruptions to ensure the safety of the public and Staff, and to enhance the security of Library property. Library Staff will courteously and firmly enforce the following rules but will call for assistance from the appropriate authorities (e.g. South Simcoe Police Service) if and when necessary.

On Library premises:

- The use of insulting or threatening language, harassment, physical abuse, assault, generally disruptive/inappropriate/illegal behaviour, or loitering will be cause for removal and/or prosecution of the offender(s). Persons committing acts of vandalism, wilful damage and/or theft of Library equipment or materials will be subject to prosecution under Canada's *Criminal Code*.
- Petitioning, posting of flyers, soliciting or engaging in commercial activity are prohibited unless authorized by the Library.
- Parents or guardians are responsible for the supervision of their children. Children requiring supervision are not to be left unattended in the Library as per Section 79. (3) of Ontario's *Child and Family Services Act*.
- Smoking is not permitted inside Library buildings or outside Library buildings within 20 metres of any entrance as per the current Town of Innisfil By-Law.
- Persons under the influence of intoxicants may be asked to leave or may be removed.
- Food and beverages are permitted except in designated areas.
- Animals in Library programmes and animals subject to current Accessibility Legislation are welcome; other animals are not permitted.
- Rollerblade and skateboard use is not permitted.
- Shoes and shirts must be worn inside Library facilities.
- Customers must comply with the appropriate use of the Internet and its resources as outlined in current Library policies.
- Photography, digital imaging, filming or video recording within the Library must be authorized by Library staff.
- Customers may be required to make available for inspection all bags, briefcases, purses, knapsacks, containers, books and papers.

- Any individual asked to leave or removed from Library premises by Staff and/or the appropriate authorities may be banned from Library premises either on a temporary or permanent basis.

**Related Policies**

*Workplace Violence Prevention*

*Safety, Security and Emergencies in the Library*

Approved by the Innisfil Public Library Board, September 21, 2020

Motion Number: 2020.69

Supersedes Policy Number: 2014-01, approved January 20, 2014, Motion #2014.06 & Policy #2010-16, approved June 14, 2010, Motion #2010.49; and Policy #2006-14, approved April 10, 2006, Motion #2006.37; and Policy #2001-09, approved September 13, 1999, Motion #99.36.