

## CODE OF CONDUCT

### PURPOSE

In keeping with the Use of Library Premises Bylaw, the Lethbridge Public Library endeavours to provide the public with safe and comfortable surroundings, equitable access to library materials and facilities, and a courteous response to all requests for service.

### PERSONS AFFECTED

Public/Employees

### POLICY STATEMENT

Lethbridge Public Library, as a key information provider and community meeting place, strives to offer the best possible service at all times to all persons. Reaching out to a diversity of cultures, the Library strives to promote lifelong learning, advocate the importance of community, and encourage the empowerment of the individual through increased knowledge.

To fulfill this mandate, the Library endeavours to provide the public with safe and comfortable surroundings, equitable access to library materials and facilities, and a courteous response to all requests for service.

### PROCEDURES

In the interests of public and staff safety and comfort, the ongoing availability of Library services and the security of Library property, patrons are asked to respect and abide by the following when using Library facilities, including the Bookmobile.

#### **Conduct of Library Users**

1. The public shall use all collections, equipment, facilities and furniture on the premises of the Library for their intended purpose.
2. The public shall abide by all Library policies, guidelines and procedures.
3. Consuming alcohol or other intoxicating substances is prohibited on Library property.
4. Smoking is prohibited in all areas of the Library and its facilities, as well as on Library property except for in designated areas, as per Library bylaw.
5. The use of e-cigarettes or vaping products is prohibited in all areas of the library and its facilities, as well as on Library property except for in designated areas, as per Library bylaw.

6. Smoking of cannabis for medical or recreational reasons is not permitted on Lethbridge Public Library property. Public, recreational use of cannabis in any other form, including but not limited to vaporizing, consumables, or oils, is not permitted on Lethbridge Public Library property.
7. Food and drink may be consumed in all areas of the Library except the Senator Buchanan Local History Room. Patrons are expected to exercise this privilege responsibly.
8. Library materials that are not checked out must not be taken into washrooms.
9. Children requiring supervision must not be left unattended on Library premises.
10. The public shall not bring animals into the Library, except in the case of service animals.
11. Any transportation devices (i.e., wheelchairs, motorized scooters, strollers, or other mobility aids) used in the library must be limited to those that are needed for mobility accommodations. All recreational transportation can be stored in the racks provided outside (i.e., bicycles), or carried in the library (i.e., skateboards, rollerblades, or push scooters.)
12. Patrons are responsible for their personal possessions at all times.
13. The public shall promptly leave Library premises at closing time and in the case of fire alarms or other emergency situations. The public shall abide by staff instructions in this regard.
14. Photographing, filming or video recording on library property requires the pre-authorization of the CEO or designate.
15. The public shall not:
  - a) enter "Staff Only" areas without permission.
  - b) enter Library premises when banned.
16. The public shall not post notices, distribute circulars or petitions, solicit or engage in any commercial activity on Library property without the prior authorization of the CEO or designate.
17. The public shall pass through security gates on exiting the Library. Upon request, the public shall allow a Library employee or agent of the Library to inspect their belongings if:
  - a) the security system alarm is activated, or
  - b) Library staff believe, on reasonable grounds, that Library materials have not been checked out.
18. Library staff may ask users to leave the Library's building and property if they deem their behaviour to be willfully rude, indecent, threatening, noisy or obstructive, or deny any other person or persons the use of the Library for its expressed purposes.
19. Damage, misuse or theft of Library materials, computer networks, equipment and property is not allowed.

**Consequences of violation of the Lethbridge Public Library Code of Conduct:**

If a member of the public contravenes any provision of this statement, the CEO or designate may:

- a) suspend or revoke Library borrowing privileges
- b) prohibit the person from entering the Library facility for a specified period of time
- c) call the police or other assistive services. Such conduct may be subject to proceedings pursuant to The Criminal Code where applicable
- d) initiate such other action as permitted by law or as per Library policy

Any of the above actions may be appealed by contacting the CEO in writing within thirty days.

**REFERENCES**

- Lethbridge Public Library Bylaws

**REVISION HISTORY**

- February 27, 2015: New policy to mirror the spirit and intent of the City of Lethbridge policy
- October 10, 2017: updated terminology and fixed spelling errors
- March 19, 2019: updated to reflect Library Bylaws.