

# **TOWN OF VULCAN MUNICIPAL LIBRARY CODE OF CONDUCT**

## **NOTICE TO ALL PATRONS AND THE PUBLIC WHO MAKE USE OF THE TOWN OF VULCAN MUNICIPAL LIBRARY**

### **OUR MISSION STATEMENT**

The Vulcan Municipal Library is committed to providing access to a world of information for the purpose of education, inspiration, and entertainment for the citizens of Vulcan and District.

The library strives to maintain an atmosphere of respect and has a responsibility for the protection of public and staff safety, as well as public property. Everyone who uses the Town of Vulcan Municipal Library is expected to behave in a manner which supports this aim.

The Town of Vulcan Municipal Library strives to provide its Patrons and the Public with:

- Prompt, respectful, and courteous service.
- Materials and services that appeal to a broad spectrum of the community.
- A safe and pleasant environment in which to use Library materials and services.

To this end, the Town of Vulcan Municipal Library Board has developed a Code of Conduct to be followed by the Patrons and the Public, hereby known as "Guests", for the purposes of this publication, to allow the Library staff to respond consistently and fairly to all users.

**PLEASE FIND THE "CODE OF CONDUCT" ATTACHED.....**

# TOWN OF VULCAN MUNICIPAL LIBRARY

## CODE OF CONDUCT

All Guests are expected to act with respect and consideration to other guests and to Library staff. Behaviour that is illegal, unsafe, unruly, disruptive, intrusive, harassing, threatening, racially or gender negative, or otherwise not appropriate in a public place, is not permitted.

1. Obscene or abusive language is not permitted.
2. Behaviour that violates the Internet Use Policy is not permitted.
3. Deliberate misuse, theft, damage, or destruction of Library materials, equipment, or property is not permitted.
4. Parents, guardians, and caregivers are required to supervise dependent children and/or adults at all times while on Library property, unless they are participating in a Library-initiated activity.
5. Audio/video devices and computers may be used in the library with headphones and with the volume adjusted to a level that is not disruptive to other patrons.
6. The use of cell phones for extensive personal verbal communication shall be done outside the Library if deemed disruptive to other Guests, at the discretion of the Library staff.
7. Library materials that are not checked out must not be taken into washrooms.
8. Food and drink in the Library are subject to responsible behavior (bottled or covered drinks, sealed food containers, etc.).
9. Photographing and filming is not permitted in the Library without authorization from Library staff.
10. Guests shall not:
  - enter "Staff Only" areas without permission.
  - enter Library premises when banned.
11. 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 Library Manager.
12. The public shall not bring animals into the Library, except in the case of service animals.

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13. The use of tobacco, e-cigarettes, alcohol, marijuana, or illegal narcotics is not permitted on Library property. Patrons under the influence of alcohol, marijuana, or illegal narcotics will be required to leave the Library.
14. Library staff may ask Guests to leave the Library's building and property if they deem their behaviour to be willfully rude, indecent, threatening, noisy or obstructive, in violation of public health guidelines, or preventing any other Guests the use of the Library for its expressed purposes.
15. Library staff will not tolerate any persistent and/or rude telephone or personal contact. This conduct will subsequently be reported to the Library Manager and the Library Board to be handled.

### CONSEQUENCES OF VIOLATION OF THIS CODE OF CONDUCT

Guests who violate the Library Code of Conduct will be informed by the staff and may be subject to the following:

1. Expulsion from the Library's premises for a specified period of time.
2. Suspension of Library privileges.
3. Cost-recovery for damages.
4. Legal Prosecution by calling the RCMP and/or Town of Vulcan Peace Officer which may lead to proceedings pursuant to The Criminal Code where applicable.
5. Any further action as permitted by law or as per Library policy.

A letter detailing the violation of Library Staff and premises, along with specified loss of privileges and/or banishment from the Library, will be presented to the offender in person and/or by law officers, if required.

Any of the above actions may be appealed by contacting the Library Board Chairman and the Library Manager in writing within thirty days.

Repeat violators, at the discretion of the Library Manager and the Library Board, will have their membership revoked.

#### References:

Lethbridge Public Library Code of Conduct  
Strathmore Library Code of Conduct