

Topic: Collection Development and Management – Circulation

3.3 Membership - Overall Policies

Board Motion Number:	17.025
Date of Original Board Motion Number:	November 19, 2007
Date of Current Issue:	March 28, 2017
Date of Next Review:	2019
Attachments:	Code of Behaviour

Signature of Board Chairperson (and Date):

Policies

1. The North Kawartha Public Library will serve all residents and taxpayers of North Kawartha Township.
2. The Library will be readily accessible and its doors open for free and equal use by all members of the community regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, record of offences, marital status, family status or disabilities.
3. No fee will be charged for admission to the Library, for use of materials in the Library, for borrowing circulating materials, or for use of the basic reference and information services.
4. Patrons must present their own library card at each visit to borrow materials or to use the Library's computers. Library cards may not be shared.
5. To obtain a library card, at least one piece of photo identification with your current address on it is required.
6. Members of the public will adhere to the North Kawartha Public Library's Code of Behaviour (attachment 1).

3.3 Membership - Overall Policies

Attachment 1 - Code of Behaviour

The Library's Code of Behaviour is intended to prevent disruptions to library services, ensure the safety of the public and Library staff, and maintain the security of Library property. Library facilities are available to all members of the public provided they conduct themselves in a reasonable manner. If customers conduct themselves in an objectionable or noisy manner, staff will, whenever possible, warn them that the behaviour is unacceptable. If no proper response is made, the client will be asked to leave. If the client will not leave, police will be called. In any extreme or threatening situation, police will be called immediately.

Abusive or Threatening Language - The use of threatening, abusive or harassing language or behaviour is prohibited.

Access to "Staff Only" Areas - Members of the public are not permitted in "Staff Only" areas of the Library without the permission of, or accompanied by, an authorized staff member. Members of the public must use only those entrances and exits designated for their use.

Animals and Pets - Only assisted living or therapeutic support animals are allowed.

Food and Drink in the library is allowed only in designated areas.

Cell Phones must be turned off in the Library.

Smoking is prohibited in the Library.

Washrooms - Library materials are not permitted in the public washrooms in the Library.

Proper Attire - Members of the public are not permitted in the Library with bare feet or bare torsos.

Lost or Stolen Items - The Library cannot be held responsible for personal items lost or stolen on the premises.

Misuse of Library Property - Unauthorized use of, damage to, or theft of Library materials, equipment or property is prohibited.

Photographing, Filming or Video Recording is not permitted in the Library unless authorized by Library staff.

Soliciting is not allowed on Library property.

Sports Equipment - Use of sports or recreational equipment on Library property is prohibited when, in the opinion of Library staff, such constitutes a danger to members of the public or Library staff.

Unattended Children - Children should not be unattended. The Library staff cannot be held responsible for the welfare of children left in the building.

Consequences of Violations

Violations of the Rules of Conduct may result in cost-recovery charges, suspension of Library privileges, and/or exclusion from Library property or Prosecution.