



POLICY TYPE/NUMBER:	PUBLIC	P09
POLICY TITLE:	PERSONAL CONDUCT	
DATE CREATED:	October 3, 1996	DATE REVISED: August 20, 2008

In order to keep the Pickering Public Library friendly and safe, we ask our visitors to observe the following:

1. Respect library visitors and staff

Please

- a) Dress appropriately, wearing both shirts and footwear.
- b) Do not use cell phones or cameras in library washrooms.
- c) Only service animals are allowed in the Library. All service animals should be easily identified as such.
- d) Do not rollerblade or skateboard.
- e) Do not solicit, canvass, sell, distribute or promote unsolicited materials, or ask for donations.
- f) Do not take photographs unless you have the permission of staff.

2. Respect the library buildings, equipment and collections

Please

- a) Do not enter *Staff Areas*.
- b) Make sure you check out all materials on your library card. Buildings have security systems for books and other items; If the alarm sounds please return to the checkout desk. On occasion, we may need to search bags and cases, but will do so with respect for the visitor's property.
- c) Do not take library materials into washrooms.
- d) Supervise children's behaviour if you are a parent or guardian, and do not leave young children alone in or at the Library.
- e) Do not eat or drink near the computers or other equipment.

If we ask you to leave...

We want all of our visitors and staff to feel comfortable in the Library. Occasionally this means we have to ask people to leave, if they are disturbing others or behaving inappropriately. This includes but is not limited to:

- endangering health and safety;
- disruptive or threatening behaviour;
- access to internet material which is either illegal or offensive in a public building;
- offensive or threatening language;
- damaging library facilities, equipment or materials.

If inappropriate behaviour is repeated, visitors can be formally excluded from the Library and its services for an extended period of time. The Pickering Public Library may prosecute for serious offences, that is, those under the *Criminal Code of Canada*, and the *Ontario Human Rights Code*. Library premises are equipped with CCTV devices which may be used for criminal investigations.

For further information please contact: Cathy Grant, Chief Executive Officer at Pickering Public Library: (905) 831-6265 ext. 6236, email cathyg@picnet.org