
Latest Revision Date February 2018	Reviewed Annually	Point of Contact Cathy Grant, Chief Executive Officer
Policy Number: P09		Pages: 2

Personal Conduct

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

Respect library visitors, staff, facilities and collections

Please:

- a) Dress appropriately, wearing both shirt and footwear.
- b) Do not bring animals, other than service animals, into the Library. All service animals should be easily identified as such.
- c) Do not solicit, canvass, sell, distribute, post or promote unsolicited materials, or ask for donations.
- d) If you are taking photographs in the Library, please do not take photographs of another individual without obtaining their consent. Be respectful and do not capture the images of other people in the background of your photograph if they do not want to be in your photograph.
- e) Do not use offensive or threatening language or gestures.
- f) Be conscious of the fact that we are a scent reduced environment.
- g) Supervise children if you are a parent or guardian, and do not leave young children alone in the Library.
- h) Noise should be at an appropriate level for the situation.
- i) Our staff and agents will treat you with respect and we ask that you do the same for them.
- j) Refrain from damaging library property in any way.
- k) 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 staff desk. On occasion, we may need to search bags and cases, but will do so with respect for the visitor's property.
- l) Keep the Library clean by throwing out any trash that you create.
- m) Do not eat food or drink in the Maker Space if there is any equipment on the table that you are sitting at.

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;
- accessing internet material which is illegal or refusing to shut down a site that is offensive in a public setting;
- offensive or threatening language;
- damaging library facilities, equipment or materials.

Visitors can be formally excluded from the Library and its services for an extended period of time at the discretion of the CEO or designate.

Authority of the staff

All Library staff have the authority to both enforce and make exceptions to library rules, in a manner which ensures the overall comfort and safety requirements of the Library, its clients and staff.

For further information please contact Cathy Grant, Chief Executive Officer at cathyg@picnet.org or 905-831-6265 extension 6236.

Alternate formats available upon request. Please talk to Library staff.