

Topic: Collection Development and Management – Circulation

3.3 Membership - Overall Policies

Board Motion Number:	24.039
Date of Original Board Motion Number:	November 19, 2007
Date of Current Issue:	April 23, 2024
Date of Next Review:	2028
Attachments:	Code of Conduct

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 Conduct (attachment 1).

Attachment 1

Code of Conduct

North Kawartha Public Library endeavours to provide a welcoming and safe environment for the enjoyment of the public and staff so that all persons may enjoy the benefits of the Library.

Individuals using Library services and resources are expected to act with respect and consideration for others and for Library property.

Library staff is entrusted with the obligation to ensure that policies for Library use are followed and will apply these policies in a fair, dignified and positive manner for the benefit of all.

The rules listed below are applicable to all members, visitors and attendees to any of North Kawartha Library's facilities, programs and events. They help support our welcoming and inclusive environment and to ensure the dignity and safety of the public and the staff and we ask for your cooperation.

Abusive or Threatening Language - The use of violent, threatening, abusive or discriminatory or harassing language or behaviour is prohibited. Disruptive or intrusive behavior is not allowed.

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 service animals are allowed to be brought into the facilities.

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

Cell Phones must be turned to silent in the Library.

Smoking, use of e-cigarettes, alcohol or drugs is prohibited in the Library.

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

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.

Technology – interfering with the designated use of computers and networks is not allowed.

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

Soliciting – Soliciting or the sale of products 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 up to age 10 must have a parent, guardian, or caregiver in the immediate vicinity of, and in visual contact with, the child.

Advertisements – posting of advertisements or flyers require the approval of staff.

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.

The Library's Code of Conduct 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.