
**BARRIE PUBLIC LIBRARY
PATRON CONDUCT POLICY**

MOTION #16-34

Revised June 23, 2016

TABLE OF CONTENTS

1. CONDUCT OF PATRONS	2
2. COPYING OF MATERIAL	2
3. SELLING AND SOLICITING ON PREMISES	3
4. PUBLIC NOTICE BOARDS.....	3
5. DISPLAYS.....	3
6. COMPLAINTS	5
7. SUSPENSION OF LIBRARY PRIVILEGES	5

**BARRIE PUBLIC LIBRARY
PATRON CONDUCT POLICY**

MOTION #16-34

Revised June 23, 2016

1. CONDUCT OF PATRONS

Everyone is welcome at the Library. These rules are for the safety and comfort of everyone in the Library. Any disregard of these rules may result in sanctions as per the *Criminal Code of Canada* the *Copyright Act*, the *Public Libraries Act*, the *Occupational Health and Safety Act*, the *Trespass to Property Act* and the *Public Works Protection Act*.

- 1.1 Behaviour which is disruptive, impeding, abusive, insulting, harassing or threatening to Library users and staff is prohibited. Anyone who is seen as a threat to the safety or enjoyment of the Library facilities will be asked to leave.
- 1.2 Any person who steals or vandalizes Library property will be subject to prosecution.
- 1.3 Patrons may be required to make available for inspections all bags and carrying cases.
- 1.4 Parents or guardians are responsible for the supervision of their children. Children under the age of 10 years are not to be left unattended in or about the Library premises.
- 1.5 There is no smoking anywhere in or around the Library.
- 1.6 Shirts and shoes must be worn; roller blades, skateboards, etc. are not permitted.
- 1.7 The wearing of “gang colours” is not permitted.
- 1.8 Animals are not permitted in the Library. This prohibition does not apply to animals in programs approved by the Library or to service animals.
- 1.9 Entering and leaving the Library must be via designated public entrances and exits.
- 1.10 Patrons are not allowed in areas designated as “Employees Only” unless accompanied by an authorized Library staff member.
- 1.11 Posting notices, soliciting or engaging in any commercial activity must be authorized.
- 1.12 Photographing, filming or videotaping the Library interior and/or displays must be authorized by a manager or, if no manager available, the senior staff member on duty.
- 1.13 Weapons of any kind are not permitted on Library property.
- 1.14 Appeals of decisions under the above rules may be made in writing to the CEO. A final appeal may be made in writing to the Barrie Public Library Board.

2. COPYING OF MATERIAL

- 2.1 The Barrie Public Library adheres to the laws of Canada governing the copying of all materials. The Barrie Public Library retains a copying license for public libraries through

**BARRIE PUBLIC LIBRARY
PATRON CONDUCT POLICY**

MOTION #16-34

Revised June 23, 2016

Access, a non-profit organization formed and run by Canada's leading associations of creators and publishers. The Barrie Public Library operates within the terms and

conditions of this license and makes every effort to ensure that patrons and staff do likewise.

- 2.2 Users are responsible for charges levied by the Library for printing and photocopying.
- 2.3 Use of photocopiers to reproduce all or a substantial part of a work protected by copyright is governed by the Canadian Copyright Act. Copying of a work or a substantial part of a work protected by a copyright requires the permission of the copyright owner. No parts of some work, such as music, can be copied without permission. However it is not an infringement of copyright to "deal fairly" with some works for the purposes of private study, research, criticism, review or newspaper summary. The responsibility for determining whether permission is required, and then obtaining permission, is that of the person making the copy and not the Barrie Public Library. Staff will neither participate in nor condone infringements of copyright.

3. SELLING AND SOLICITING ON PREMISES

- 3.1 Selling and soliciting by the public shall not be permitted in the Library without the permission of the Board.
- 3.2 When the Board gives permission for tickets or articles to be sold in the building, the following guidelines shall apply:
- The participating organization shall provide staffing for all hours of operation.
 - All necessary equipment and supplies including change shall be provided by the participating organization. The library will supply tables and chairs.
 - The library shall provide space for set up that does not impinge on service or present a hazard to staff, public or visitors.
 - Set up shall be undertaken by the participating organization.

4. PUBLIC NOTICE BOARDS

- 4.1 Notices of public interest events and/or public services may be posted on the Information Barrie Public Community Notice Boards with the approval of Information Barrie.
- 4.2 Within the Library building/property, notices are limited to Library and Library-partnership events.

5. DISPLAYS

- 5.1 Display areas are available free of charge to non-profit organizations requesting their use. Displays must be arranged in advance.

**BARRIE PUBLIC LIBRARY
PATRON CONDUCT POLICY**

MOTION #16-34

Revised June 23, 2016

5.2 Commercial advertising, petitions or hate-promoting materials will not be displayed.

**BARRIE PUBLIC LIBRARY
PATRON CONDUCT POLICY**

MOTION #16-34

Revised June 23, 2016

- 5.3 Themes addressed in displays are not necessarily a reflection of the opinions of the Barrie Public Library Board.
- 5.4 Individuals or groups opposing a display may register their concerns via the Request for Review of Library Materials and Display form.
- 5.5 The CEO reserves the right to decline displays based on the above criteria.

6. COMPLAINTS

- 6.1 A complaint to the Board must be made in writing. The complainant will be permitted to make a 10 minute presentation of his/her side to the Board and the Board, on consideration of the facts, will render a decision. These proceedings will be carried out with due dispatch.

7. SUSPENSION OF LIBRARY PRIVILEGES

- 7.1 Patrons who breach Library rules and have been dealt with according to proper Library procedures or who participate in illegal behaviour may have their library privileges suspended.
- 7.2 Patrons who have had their Library privileges suspended may not have access to any Library facility, property or services.
- 7.3 The Library will assign a suspension based on the severity of the offence and taking into account any unique or mitigating circumstances. In general, length of suspension guidelines are as follows:
 - i. a minor breach (e.g. noise, language, disrespect, behavior) of library rules (conduct abuse), will be one day
 - ii. major or repeated breaches of library rules (conduct abuse) will result in a progression of suspensions starting with 3 months, then 6 months and then 1 year. A Notice of Trespass will be served at each progression.
 - iii. abuse of staff or patrons, damaging or destroying library property or any illegal behaviour (criminal code behaviour), will not be less than six months. For any repeated breach the ban will be 1 year. A Notice of Trespass will be served at each progression.
- 7.4 When a Notice of trespass is issued, it can be served in person, by mail or by the Police. It will specify the reason, the length of the suspension and the appeal process. A copy of the notice will be kept on file. If the address and birthdate of the person is known, the notice will be faxed to the police.

**BARRIE PUBLIC LIBRARY
PATRON CONDUCT POLICY**

MOTION #16-34

Revised June 23, 2016

7.5 All appeals to suspension must be directed in writing to the Chair of the Library Board.
The Board will reply in writing. All decisions of the Board are final.

Motion #01-51	Revised July 5, 2001
Motion #02-45	Reviewed October 10, 2002
Motion #03-38	Revised October 23, 2003
Motion #04-39	Reviewed October 28, 2004
Motion #06-04	Revised January 26, 2006
Motion #06-39	Reviewed November 23, 2006
Motion #09-20	Reviewed June 25, 2009
Motion #10-08	Revised January 28, 2010
Motion #11-16	Revised April 28, 2011
Motion #14-36	Revised November 27, 2014
MOTION #15-27	Revised June 25, 2015
MOTION #16-34	Revised June 23, 2016 – Formerly “Conduct Policy”