

## Rules of Conduct

Oxford County Library is committed to providing quality service, community support, and access to information in a welcoming environment. The library's Rules of Conduct are intended to ensure the comfort and safety of all library clients. Staff make every effort to apply these rules in a fair and positive manner for the benefit of all.

1. All library clients are expected to be respectful and considerate of others, including fellow clients, library personnel, and library property and to refrain from disruptive, offensive, or abusive behaviour.
2. Animals and pets are not permitted in the library or within 3 metres of the entrances, with the exception of service animals or those scheduled in library authorized programs.
3. The library is a non-smoking facility; smoking on library premises is prohibited.
4. Library clients must wear appropriate attire, including shoes and shirts.
5. The library is not responsible for personal belongings of clients. Do not leave items of value unattended.
6. Public computer workstations are limited to one user at a time, except by staff permission.
7. Eating and drinking are not allowed, except in designated areas.
8. Sporting equipment is not permitted to be used on library property. This includes, but is not limited to, in-line skates and roller blades, skateboards, and scooters.
9. Persons shall not loiter on library property before or after Library hours.
10. Members of the public are not permitted into non-public areas unless authorized by library staff.
11. Restroom facilities are to be used for their intended purposes only. Vandalism and inappropriate behaviour will not be tolerated.
12. Cell phone users may be directed to make and receive calls outside of the library. Cell phones may not be used in study areas or washrooms.
13. Children are the sole responsibility of their parents and/or legal guardians while visiting the library. Children requiring supervision must not be left unattended on library premises.
14. Posting notices, distributing circulars or petitions, soliciting or engaging in any commercial or charitable activity on library property must not be conducted without prior approval of the library CEO or designate.
15. In any situation where staff think the laws of Ontario or Canada have been contravened the police will be contacted.
16. Questions about these Rules of Conduct can be referred to library staff and administration.

***Any violations of the Rules of Conduct may result in cost-recovery charges, suspension of library privileges, exclusion from the library and prosecution.***

***These Rules were amended by the Oxford County Library Board, September, 2010.***