

# Code of Conduct Policy

**For:** The Stormont, Dundas and Glengarry  
County Library Board

**Policy No.:** OP-17

**Policy Type:** Operational

**Effective Date:** April 24, 2025

Date of Last Revision: September 9, 2021

First Approved: November 12, 2015

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## 1. Purpose

The SDG Library is committed to providing a safe, welcoming, and respectful environment where all individuals can enjoy Library services. This Policy is intended to ensure the dignity and safety of all and to maintain the security of the Library, and its property, without disruption to Library services.

## 2. Definitions

'Suspension' means the member of the public is prohibited from entering Library facilities and may not have access to Library services and resources for the duration of their suspension.

'Weapon' refers to any object, concealed or otherwise, which may be used to injure or intimidate.

## 3. Be Respectful of Others

- 3.1. Behaviour or language that is abusive, obscene, harassing, threatening, violent, or the use of hate speech, will not be tolerated.
- 3.2. Refrain from excessively loud or disruptive behaviour.
- 3.3. Refrain from consuming or being under the influence of alcohol or controlled substances while on Library premises.
- 3.4. Use cellular phones and/or electronic devices in a way that does not disturb other patrons including photographing, filming, or recording of any kind.
- 3.5. Wear proper clothing and footwear, and be mindful of personal hygiene.
- 3.6. Obey copyright laws, licensing agreements, and other intellectual property rights.
- 3.7. Do not enter restricted and "Staff Only" areas without the permission of Library staff.
- 3.8. Respect others with sensitivity to scents and limit the use of scented products.

## 4. Be Respectful of Library Property

- 4.1. Consume food and beverages only in designated areas, keeping beverages in covered containers.
- 4.2. Clean up after yourself, disposing of recycling and garbage in the appropriate bins provided.

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4.3. Smoking, vaping, or the use of e-cigarettes, inside the Library or near the Library's entrance(s) is prohibited.

4.4. Use the Library's materials, technology, equipment, furniture, and spaces with care.

## **5. Be Safe**

5.1. Carrying, displaying, or using weapons is not allowed.

5.2. Keep entrances, aisles, hallways, and spaces around you clear.

5.3. The Library is not responsible for lost or stolen personal items.

5.4. Leave the Library promptly at closing time and when requested to do so in emergency situations.

5.5. Do not bring any personal belongings deemed a health and safety risk into the Library.

5.6. Follow the laws and regulations of Canada and the Province of Ontario.

5.7. Always supervise those under your care.

## **6. Suspension of Library Privileges**

6.1. This Policy will be applied in a fair and respectful manner, for the benefit of all.

6.2. Members of the public who do not follow this Policy and refuse to modify their behaviour, may have their Library privileges suspended, may be required to pay for losses or damages, and/or may be prosecuted under the law.

6.3. Members of the public who have been suspended will be informed of how they violated this Policy.

6.4. The length of the suspension will be determined by the severity, frequency, and circumstances surrounding the incident, as determined by Library staff.

## **7. Appeal of Library Suspension**

7.1. If a member of the public has been suspended, they may appeal the suspension to the Director of Library Services within 14 days of the suspension.

## **8. Related Documents**

SDG Library Internet Use Policy (Policy No. 2009-02)

SDG Library Unattended Child Policy (Policy No. OP-18)