



MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle

Date: May 20, 2015

Re: Code of Conduct Policy

The Code of Conduct Policy was last reviewed in 2010 and according to our Policy Review Schedule it is time to review it once more to ensure that it is meeting our needs.

The goal of the Policy is to set both specific and broad behavioral guidelines for library users in order to maintain a safe, comfortable, welcoming, and functioning facility.

The following are some suggested areas in which the Code might need to be revised. I am asking the Board for their feedback on these or other needed revisions.

- The Code bans the use of drugs and alcohol but is silent on being under their influence. It also refers to “illegal” drugs, but given changing laws in this area, some use may not be illegal. In general, library staff invoke this part of the Code when behavior makes other users feel unsafe.
- The Code indicates that eating and drinking are allowed in designated areas only. Over the past years the library has relaxed this to effectively mean that eating and drinking are acceptable anywhere as long as there is no mess or potential damage to equipment.
- After consultation with community agencies that serve the homeless, signs were made indicating that washrooms are for using the toilet and washing hands/face only, that changing of clothing must be done in a stall, and that stalls are limited to one person at a time; and that no cooking or preparation of food is allowed. These might be added to a revised Code.
- After a health and safety complaint from staff in 2013, there was some discussion at a Board meeting about asking library users to limit personal scent or odors. No changes were made to the Code at that time, and staff were instructed to request a user’s cooperation in the event that this happened again. No other incidents have been reported.

The following motion is recommended:

THAT the Library Board receive the report on Code of Conduct Policy;

AND THAT the C.E.O. be directed to draft a revised policy, if needed, according to the Board’s feedback, for approval at a later meeting.



CODE OF CONDUCT POLICY

The Newmarket Public Library provides everyone with equitable access to a wide range of Library services in welcoming surroundings. Please help us in maintaining an environment we all can enjoy by abiding by the following Codes of Conduct:

1. The following are not permitted in the Library:
 - a. Weapons, alcohol, and illegal drugs
 - b. Smoking
 - c. Bicycles
 - d. Use of skateboards, in-line skates, and scooters
 - e. Animals, with exception of programs approved by the Library or animals needed to assist an individual with a disability
 - f. Abusive, threatening, disorderly, obscene or harassing language or behaviour
 - g. Excessive noise or loud conversation
 - h. Any conduct that interferes with the general enjoyment of the facility.
2. Eating and drinking are permitted in designated areas only.
3. Children must be supervised by parents/guardians.
4. Shirts and shoes must be worn at all times.
5. Do not enter areas designated for staff.
6. Do not post any notices, distribute any material, solicit, photograph, or record video, without approval from Library staff.
7. Library staff reserve the right to open all bags, books and papers for inspection.
8. Violation of any one of these rules, or any suspected criminal behaviour, may subject the individual(s) involved to exclusion from the Library premises under the authority of the Trespass to Property Act, in addition to referral to police and/or levy of replacement charges for damaged property.