 Taber Public Library Policy Manual

 General Policy: Patron Code of Conduct

The Taber Public Library is committed to providing a quality environment and universal access for the delivery of information for cultural, economic, educational and recreational development to the public.

The library will be a safe environment for staff and patrons.

Patrons are entitled to use the Library Materials and services in a safe and comfortable environment while respecting other patrons and staff.

Patrons must:

1. Respect staff and other patrons
2. Handle Library materials with care
3. Be responsible for their own personal possessions at all times
4. Wear shirts, shoes and non-offensive attire at all times
5. Comply with the Library’s internet policy
6. Promptly leave the library at closing time or in the case of fire alarms or other emergency situations.

Patrons must NOT:

1. Act in a way that is disruptive, disorderly, excessively loud, impeding, abusive, insulting, harassing or threatening to staff or other patrons.
2. Vandalize or willfully damage library property, including Library materials and equipment
3. Remove Library property, including Library materials and equipment without authorization.
4. Use furniture or facilities in a manner for which they were not intended or designed.
5. Smoke or consume alcoholic beverages in the Library
6. Eat or drink near computer terminals.
7. Use sports equipment, including rollerblades and skateboards in the library.
8. Enter into staff areas without permission
9. Post notices, distribute circulars or petitions, solicit, or engage in any commercial activity in the Library without prior permission from the Manager
10. Take photographs, film or video-record within the Library without permission from the Manager.

Consequences of violation of Code of Conduct:

1. Staff will issue a verbal warning to the patron that his/her behavior is unacceptable and will explain appropriate Library behavior.
2. If the behavior continues then the staff may ask the patron to leave the Library for the remainder of that day.
3. If a patron refuses to leave the Library after being warned of his/her behavior and being asked to leave the Library, then staff may call the local policing authority.
4. If a patron repeatedly disobeys the Code of Conduct then the Manager may ban the patron from the Library for a period of time, at the discretion of the Manager, and/or revoke the patron’s Library privileges.
5. An excluded patron may appeal his/her expulsion or loss of Library privileges, in writing, to the Library Board within 30 days of exclusion.

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