

<b>Ajax Public Library Administrative Policy</b>	<b>LIB-AP-089</b>	<b>Page: 1</b>	<b>Revision: #12 Revised: 22/03/30</b>
<b>Acceptable Behaviour Policy</b>			

The Library Acceptable Behaviour Policy encourages behaviour that supports the Library's mission and values. It applies everywhere the Library conducts its business; whether on Library property, in the community, over the phone, via email, or through our website.

Our Library is a gathering place for the promotion of literacy, life-long learning and the exchange of ideas where all are welcome. Our goal is to deliver excellent service in a shared space that is welcoming and safe for all members of the community.

### The Policy

Everyone has the right to enjoy the services of the Library without disturbance, and so we ask for your cooperation in maintaining a positive environment. To provide the best possible experience we ask our customers of the following:

- Refrain from disruptive behaviour that is abusive, insulting, lewd or threatening.
- Use Library materials, computers, equipment and furniture with care.
- Tidy up after yourself.
- Observe proper hygiene habits and dress appropriately, including wearing shirts, bottoms and shoes at all times.
- Transportation devices, bicycles, scooters, and other small motorized vehicles must be parked outside, except when used by a person with a disability. Skateboards or roller blades may be brought in the Library, but may not be used inside or near the entrances.
- Pets are left at home, unless they are a registered service animal, or part of an authorized program.
- Do not take photographs or film on library property without written approval of the Library.
- Staff areas are designated for Library Staff use only.
- Supervise those in your care at all times.
- Keep your belongings with you. The Library is not responsible for lost or stolen items.
- Follow the instructions of Library employees or security staff.
- Allow inspection of personal bags when requested by library or security staff.
- Leave the building in case of fire, fire drills, or other emergencies.
- Follow all municipal, provincial and federal laws, codes, rules, and regulations.

Library employees make every effort to apply these policies in a fair, respectful, and positive manner for the benefit of everyone. Anyone choosing to disrespect the policies of the Library and refusing to modify their behaviour will be asked to leave. This could result in suspension of Library privileges and/or banning from Library property.

Authority: Public Libraries Act, Trespass to Property Act, Criminal Code of Canada.