**TEMISKAMING SHORES PUBLIC LIBRARY**
**POLICY**

**SUBJECT: Facilities Use and Patron Code of Conduct POLICY NO: Facilities-1**
**AMENDMENT DATE: May 27, 2026 MOTION NO: 2026-34**
**REVIEW DATE: 2nd quarter 2030**

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The Temiskaming Shores Public Library provides free and equitable access to services in a welcoming and supportive environment that is free from discrimination and harassment. The rules set out here are intended to ensure the dignity and safety of the public and the staff, and to maintain the security of library property without disruption to library service. The mandate to set such rules is given under the *Public Libraries Act*, Section 23 (4), which states that the Library Board may make rules:
"(a) for the use of library services"
"(c) for the exclusion from the library of persons who behave in a disruptive manner or cause damage to library property"
"(e) suspending library privileges for breaches of the rules"
"(f) regulating all other matters connected with the management of the library and library property"

Within this context, our top priority is to ensure a positive experience for our library users while in the library.

**General Facility Use:**

1. If a patron causes a disturbance in the library and ignores the request for due consideration of the rights of other patrons, the patron will be asked to leave. When necessary the police will be notified. If an individual ignores oral or written warnings to leave the premises, the individual can be charged with trespassing under the Trespass and Property Act. See the Library's Facilities Policy, Facilities-7: Patron Exclusion and Appeal

2. The library is a smoke-free property. Smoking and vaping is not allowed in the building, within nine (9) meters of the entrance or on library property.

3. The consumption of alcohol and non-prescription drugs is not allowed on the premises or before entering.

4. Snacks and drinks may be consumed at tables or sitting areas or other areas in special circumstances at the discretion of library staff.

5. The use of phones or cameras to record or photograph staff or others in the library without their permission is prohibited.

6. Animals in authorized programs and service animals are welcome in the library.

7. There is no public telephone in the library.

8. Library staff may request to inspect bags and carrying cases. The Library is not responsible for lost, stolen, or damaged personal property

9. Closing Time: No person shall remain in the Library after closing time. Health Regulations: All persons using Library facilities shall comply with applicable public health regulations.

**Surveys, Sales and Petitions:**

1. Questionnaires and surveys may not be distributed from the library unless they pertain to library business or are approved by the CEO.

2. Except for sales or fundraising events of a special local community nature or events which are co-sponsored by the library, and authorized by the CEO beforehand, no sales are permitted in the library.

3. No soliciting will be allowed in the library.

**Patron Code of Conduct:**

**Be respectful of others**

- Speak and work at a reasonable and respectful volume.
- Set your mobile device to vibrate or mute.
- Follow the Internet Use Policy while using the Library Internet.
- Refrain from foul, abusive, or discriminatory language or actions.
- Respect the sensibilities of others when viewing materials in the Library.
- Bring in only registered guide or service animals.
- Obtain permission from the Library to distribute literature or post materials on Library property. Solicitation is not permitted in the Library.
- Get permission of people in photos or videos you are taking. Parents or guardians must provide permission for children.
- Appropriate clothing/dress/attire includes footwear and a shirt.
- Report disruptive behaviour to a Library employee.
- Parents/caregivers supervise children under the age of 10.

**Be respectful of Library property**

- Use the Library's materials, computers, equipment, and furniture with care.
- Throw out or recycle your garbage in designated areas.
- Keep aisles, corridors, and spaces around you clear so that others can easily access them.
- Snacks and drinks only allowed in sitting areas or at tables.

- Park bicycles, scooters, and small recreational motorized vehicles outside the Library. Small items such as skateboards or roller blades may be brought in but may not be used inside the Library or near the entrance.

**Be safe**

- Keep your belongings with you as the Library is not responsible for lost, damaged, or stolen items.
- The library reserves the right to inspect the contents of any packages, bags, books, briefcases, backpacks or purses.
- Leave the building in case of fire, fire drills, or other emergencies.
- Follow the instructions of Library employees or security staff.

**You will be asked to leave for the following:**

- Smoking or vaping within the library buildings or within 9 meters of any entrance
- Consuming, selling or trading of alcohol or drugs (prescription or illegal) on the premises or before entering
- Using offensive, threatening, harassing or abusive language or gestures to staff or patrons
- Deliberately damaging, defacing or misusing library materials, equipment or facilities
- Persistent disturbance to other patrons' use of the library
- Bringing weapons into the library
- Recoding staff or patrons with intent to harass them

We ask that you respect this Code of Conduct and follow all Library policies. Employees will make every effort to apply these policies in a fair, dignified, and equitable manner for the benefit of everyone. Any behavior that does not support a welcoming environment and/or violates the Code of Conduct may result in cost-recovery charges, suspension of library privileges, and exclusion from the Library and/or prosecution as detailed in Policy No. Facilities-7. These rules have been approved by the Temiskaming Shores Public Library Board.

**Relevant Policies**

TSPL Facilities-7 Patron Exclusion and Appeal
TSPL Facilities-4 Patron Internet Use Agreement
TSPL Facilities-10 Mandatory Mask policy

(May 27, 2026)