



The goal of the Port Hope Public Library is to develop excellence in library service for all people of the community by providing access to library resources, services and programs in welcoming surroundings. These rules are to prevent disruptions to library services, ensure the safety of public and staff, and maintain the security of library property.

- ◆ Damage, misuse, or theft of library materials, equipment and property is not allowed. Interfering with the designated use of computers and networks is also not allowed.
- ◆ Threatening, abusive or harassing language or behaviour is prohibited.
- ◆ Disruptive or intrusive behaviour is not allowed.
- ◆ Members of the public may not make requests for service that infringes on the Human Rights Code.
- ◆ Children requiring supervision must not be left unattended on library premises.
- ◆ Posting notices, distributing circulars or petitions, soliciting or engaging in any commercial activity on library property must not be conducted without prior written approval of the Library.
- ◆ Photographing, filming or video recording on library property must not be conducted without prior written approval of the Library and must comply with the Municipality of Port Hope Filming Policy.
- ◆ Members of the public must wear shirts and shoes and other appropriate attire. Use of sports equipment is not allowed on library property.
- ◆ Eating and drinking are not allowed, except in designated areas.
- ◆ Smoking is prohibited on library property.
- ◆ Animals are not permitted in library buildings, except in authorized programs or when needed to assist a person with a disability.
- ◆ Use of cell phones or other similar electronic devices is not permitted in library buildings.

Any violation of the Rules of Conduct may result in cost-recovery charges, suspension of library privileges, exclusion from the Library and prosecution. (Resolution of the Port Hope Public Library Board, January 21, 2003; revised February 18, 2009)



PORT HOPE PUBLIC LIBRARY RULES OF CONDUCT: PROCEDURE

Violation of any of the Rules of Conduct may result in the following action at the discretion of Library Staff and the Chief Librarian/CEO:

1. The offender shall be given one verbal warning.
2. If the violation continues, the offender shall be instructed to leave and shall not be permitted access to the library for a period of one (1) week.
3. If the offender refuses to leave, the police shall be called to remove him/her, and the offender shall not be permitted access to the library for a period of one (1) month.
4. If any person who has received a one week suspension, again violates any of the above rules, he/she shall be barred from the library building and property for a period of one (1) month.
5. If any person who has received a one month suspension, again violates any of the above rules, he/she shall be barred from the library building and property for one (1) year. Reinstatement of library privileges shall be considered upon receipt of a written request addressed to the Library Board.
6. A written notice of banishment shall be prepared in connection with any suspension from library premises and, if a suspended person enters or attempts to enter the premises before library privileges are restored, he/she shall be subject to criminal prosecution for trespass as allowed by law.
7. An Incident Report shall be completed by staff and kept on file at the Library.

**Resolution of the Port Hope Public Library Board January 21, 2003;
revised February 18, 2009**