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## Library Use Guidelines – Code of Conduct and Internet Use

### 1. PURPOSE

The purpose of this policy is to articulate the behaviour and actions expected by those using the Library's services and spaces, including the internet, to ensure the Library's environment is welcoming and respectful for everyone.

Everyone is welcome at the Library. The Library provides free and equitable access to information in an environment welcoming for all that acknowledges and supports intellectual freedom.

### 2. POLICY STATEMENT

The Brampton Public Library Board endorses the Canadian Federation of Library Association's [Statement on Intellectual Freedom and Libraries](#) the Ontario Library Association's [Statement on the Intellectual Rights of the Individual](#) and the [Canadian Copyright Act](#).

Discrimination and/or harassment is not tolerated by the Library; anyone whose behaviour is perceived as threatening the safety or enjoyment of the Library facilities will be asked to leave.

This policy is intended to ensure the dignity, safety and intellectual freedom of everyone using the Library, the Library staff and to maintain the security of Library property. Using the Library includes three sections:

- 2.1. Code of Conduct
- 2.2. Internet Use
- 2.3. Security and Individual Confidentiality

### 3. CODE OF CONDUCT

The Library asks for everyone's cooperation in maintaining a welcoming environment. Rules are for the safety and comfort of everyone in the Library.

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## Library Use Guidelines – Code of Conduct and Internet Use

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- 3.1. Ensure that behaviours are not disruptive to the enjoyment of others. Actions or behaviours that are disruptive to others will be addressed to maintain the respect of all involved.
- 3.2. Be mindful of personal information and possessions while using library services and/or spaces. Brampton Library is not responsible for loss, damage or theft.
- 3.3. Have conversations, including phone conversations, in quiet conversation areas where other people are not disturbed.
- 3.4. Make bags, briefcases, purses, containers, books and papers available for inspection if requested by staff and/or security personnel.
- 3.5. Supervise children under the age of 12 years or vulnerable adult(s) who are within your care. Children requiring supervision are not to be left unattended in or about the Library premises. See the Children and Youth Services Policy (BRD – 17) for more information.
- 3.6. Ensure service animals wear their vests. Service animals are welcome in the Library; other animals are not permitted.
- 3.7. Wear footwear and appropriate clothing; please, no bare feet or lack of upper-body clothing.
- 3.8. Leave bicycles, scooters, skates and sporting equipment outside.
- 3.9. Gain staff permission prior to taking any photos or videos; do not take any photos or videos of Library customers without their permission and staff permission.
- 3.10. Consume food only in designated areas; covered beverages are allowed in most areas of the Library.
- 3.11. Secure staff approval to solicit or distribute materials on Library property.
- 3.12. Only use the designated children's area, or attend a program for children if you are accompanying a child; if you need to use the children's collection and are not accompanied by a child please ask staff for assistance.
- 3.13. Do not bring weapons of any kind into the Library.
- 3.14. Illegal activity of any kind is not permissible and subject to prosecution.

We ask everyone to follow all Brampton Library policies and guidelines and any reasonable request from staff or security regarding behaviour that disrupts the environment for other individuals. Violations of policies or guidelines may result in removal from the facility, suspension of library privileges and possible sanctions as per the [Criminal Code of Canada](#), the [Public Libraries Act](#), the [Occupational Health and Safety Act](#), the [Trespass to Property Act](#), the [Smoke-Free Ontario Act](#).

## 4. INTERNET USAGE

The Library provides internet service for residents to pursue information, learning, education, research, recreation and culture. The internet is an unregulated environment that provides

information and images beyond the confines of the Library's selection criteria and collection management policies. The Library does not take responsibility for the accuracy, currency or appropriateness of content or images on the Internet.

The Library is committed to offering free access to the internet to ensure that individuals can exercise their right to choose from the widest range of information available. The Library is a public area shared by people of all ages, beliefs, opinions and preferences. Customers are responsible for the content and images they view on the Internet, and should be aware that others may be involuntarily exposed to what is displayed. Staff is authorized to ask individuals to terminate an internet site or use of the device if the content and images are disturbing others, or if children in the vicinity might be exposed to explicit sexual activity or violence. Refusing to comply will result in the loss of internet/computer privileges.

The Library does not assume responsibility for damages to customer devices or equipment arising from a customer's connection to the internet, wifi services or staff-requested assistance.

All customers, including children, are free to use all resources and facilities in the Library. Parents or caregivers are responsible for their children's use of the Internet and all resources.

### **5. SECURITY AND INDIVIDUAL CONFIDENTIALITY**

When on Library premises, individuals may be recorded by security cameras and may have pictures taken during programs.

### **6. REFERENCES**

- 6.1. [Canadian Federation of Library Associations Statement on Intellectual Freedom and Libraries](#)
- 6.2. [ONTARIO LIBRARY ASSOCIATION](#)
- 6.3. [STATEMENT ON THE INTELLECTUAL RIGHTS OF THE INDIVIDUAL](#)

### **7. RELATED POLICIES AND PROCEDURES**

- 7.1. Children and Youth Services (BRD – 16)
- 7.2. Library Membership and Use (BRD – 22)
- 7.3. Confidentiality and Security (BRD – 23)