

Section	Personnel Workplace Issues	Policy No.	C.6
Subsection	6	Effective Date	June 2020
Version	2nd	Review Date	November 2022
Name	Patron Code of Conduct		

## C.6 Patron Code of Conduct

South Central Regional Library strives to provide everyone with fair and equitable access to a wide range of library services in a welcoming environment that is free from discrimination and harassment. Everyone has the right to equal treatment with respect to the access and use of the library's services and facilities in accordance with the Manitoba Human Rights Code.

Employees shall make every effort to apply these rules in a fair, dignified, and positive manner for the benefit of all. We ask your cooperation in maintaining a welcoming environment conducive to study and enjoyable use of our Branches.

Follow the policies and procedures that have been developed for the fair and consistent delivery of our services:

- Be polite and civil to library staff and other patrons
- Damage, misuse, or theft of library materials, equipment and property is not allowed
- Dress appropriately: shoes and shirt must be worn
- Respect individuals with sensitivities to scents and noise
- Posting of notices must be approved by employees
- Leave the library promptly at closing time and when requested to do so in emergency situations
- Always keep young children and personal belongings with you
- Only service animals are allowed in the building
- Food and drink are only allowed in designated areas
- Misuse of public computers or public Wi-Fi may result in the loss of library privileges/access
- Buying, selling, using, or possessing alcohol, illegal substances is not allowed in or on any premises.
- Smoking and/or vaping not allowed inside the library
- Photographing, filming, or video recording on library property is not allowed without permission of SCRL Administration
- Using the SCRL logo or any likeness is not allowed without express written permission
- The Director of Library Services may be consulted in any decision regarding patron conduct.

Behaviour which does not support a welcoming environment and/or violates the Library Code of Conduct may result in cost-recovery charges, suspension of library privileges, exclusion from the library and possible criminal charges.