

WOODSTOCK PUBLIC LIBRARY

Policy Manual

Section:	8.	Public Services
Subsection:	8.1	Public Use of Library Facilities
Paragraph:	8.1.1	Rules of Conduct

Statement of Policy: To provide rules of conduct for the public when using Library facilities. The Library's Rules of Conduct are intended to prevent disruptions to library services, ensure the safety of the public and Library staff, and maintain the security of Library property.

Everyone has the right to equal treatment with respect to the access and use of the Library's services and facilities without discrimination or harassment on the basis of sex, sexual orientation, race, colour, ethnic origin, creed and all other grounds set out in the Ontario *Human Rights Code*.

In keeping with the spirit and intent of the *Accessibility for Ontarians with Disabilities Act*, the Woodstock Public Library will establish a barrier free facility and will move forward to identify, remove and prevent barriers so that persons with disabilities shall have access equal to that available to all citizens of the City of Woodstock.

Staff make every effort to apply these rules in a fair and positive manner to the benefit of all.

Abusive or threatening language

The use of threatening, abusive or harassing language or behaviour is prohibited.

Access to "staff only" areas

Members of the public are not permitted in "Staff Only" areas of the Library without the permission of or accompaniment by an authorized staff member. Members of the public must use only those entrances and exists designated for their use.

Animals and pets

Animals are not allowed in the Library. This prohibition does not apply to animals in programs approved by the Library and animals needed to assist an individual with a disability.

Food and drink

No food or drink will be brought into the Library during public hours.

Inspection of bags, books, etc.

All books, bags and papers must be made available for inspection by Library staff on request.

Loitering

Loitering is not permitted in or on Library property.

Lost or stolen items

The Library cannot be held responsible for personal items lost or stolen on the premises.

Misuse of Library property

Unauthorized use of, damage to or theft of Library materials, equipment or property is prohibited.

Photographing, filming or video recording

Photographing, filming or video recording is not permitted in the Library unless authorized by Library staff.

Proper attire

Members of the public are required to wear appropriate attire, including shirts and footwear.

Smoking

Smoking or holding lighted tobacco is prohibited either in the Library or within 30 feet of the public entrance of the Library.

Soliciting

Posting notices, distributing circulars, canvassing, selling, soliciting or engaging in other commercial activity must not be conducted without prior written approval of the Library.

Sports equipment

Use of sports equipment on Library property is prohibited when, in the opinion of Library staff, such use constitutes a danger to members of the public or Library staff.

Unattended children

Children should not be left unattended. The Library cannot be held responsible for the welfare of children left in the building.

Washrooms

Library materials are not permitted in the public washrooms in the Library.

Results of violations

Library facilities are available to all members of the public provided they conduct themselves in a reasonable manner.

Any disregard of these rules may result in 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* and the *Public Works Protection Act*.

Violation of the Rules of Conduct may result in cost-recovery charges, suspension of Library privileges, exclusion from Library property or prosecution.

Persons issued with a trespass notice may appeal the notice by requesting in writing to appear before the Library Board to give reason why the notice should be revoked.

Effective Date:	June 20, 1994	
Motion No. / Date:	94-56	June 20, 1994
Amended Dates:	L00-93	December 18, 2000
	L01-20	March 19, 2001
	09-42	November 16, 2009
Responsibility:	Chief Executive Officer / Board	

WOODSTOCK PUBLIC LIBRARY

Policy Manual

Section:	8.	Public Services
Subsection:	8.1	Public Use of Library facilities
Paragraph:	8.1.2	Bulletin Boards and Distribution of Free Materials

Statement of Policy: To provide guidelines for the use of Library bulletin boards and for the distribution of free materials on Library premises.

Bulletin Board areas are available to individuals or groups on a equitable basis regardless of the beliefs or affiliations of the individuals or groups requesting their use.

The Library has several public notice boards.

1. These are to be used to display posters, pamphlets, or other informational material on behalf of cultural, educational, social service, and volunteer agencies in the community.
2. By posting information in this way the Woodstock Public Library Board does not endorse the aims or beliefs of associations or individuals whose information may appear from time to time on these notice boards.
 - 2.1 The Woodstock Public Library Board feels it has an obligation to facilitate communication between citizens and provide information regarding community services and events.
3. The following may be considered a list of priorities:
 - 3.1 Information from the Woodstock Public Library;
 - 3.2 Information promoting free educational and cultural events or associations open to the entire community;
 - 3.3 Information promoting sales, bazaars, etc. where proceeds of these events support cultural, educational or other non-profit organizations;

- 3.4 Information promoting educational and cultural events or associations open by admission fee to the entire community.
4. The Library reserves the right to judge the relative importance of posters and notices, and from time to time may refuse to post notices or posters.
5. Criteria for refusal of materials:
 - 5.1 Lack of space;
 - 5.2 Too large to fit the notice board or so large as to exclude the posting of other items;
 - 5.3 So poorly produced as to be difficult to understand;
 - 5.4 Material promoting a private or corporate business for commercial profit;
 - 5.5 Material promoting unlawful practices, (e.g. Information which violates municipal, provincial, or federal legislation, including The Human Rights Code);
 - 5.6 Petitions;
 - 5.7 Material, contrary to policies, regulations and procedures of the Woodstock Public Library;
 - 5.8 Partisan, political or sectarian material (exception would be promotion of all candidates meeting).
6. **NOTE:** The priority listing is a guideline. Exceptions may be made for events or information of unusual interest or value, or, in response to a particular request which fills a need, consistent with the aims and objectives of the Woodstock Public Library Board.

The Library is not responsible for theft of or damage to items placed on bulletin boards or provided to the Library for free distribution.

Individuals or groups opposing a bulletin board postings or distribution of free materials may register their concern via Library staff who will follow up with the Chief Executive Officer.

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Responsibility: Chief Executive Officer / Board

WOODSTOCK PUBLIC LIBRARY

Policy Manual

Section:	8.	Public Services
Subsection:	8.1	Public Use of Library Facilities
Paragraph:	8.1.3	Meeting Room

Statement of Policy: To provide rules of conduct for the public when using the Library facilities. The Library's Rules of Conduct are intended to prevent disruptions to library services, ensure the safety of the public and Library staff, and maintain the security of Library property.

Everyone has the right to equal treatment with respect to the access and use of the Library's services and facilities without discrimination or harassment on the basis of sex, sexual orientation, race, colour, ethnic origin, creed and all other grounds set out in the Ontario *Human Rights Code*.

In keeping with the spirit and intent of the *Accessibility for Ontarians with Disabilities Act*, the Woodstock Public Library will establish a barrier free facility and will move forward to identify, remove and prevent barriers so that persons with disabilities shall have access equal to that available to all citizens of the City of Woodstock.

Staff make every effort to apply these rules in a fair and positive manner to the benefit of all.

The Library's Meeting Room is primarily used for Library purposes. These purposes include Board and Committee meetings as well as programs for the public sponsored or presented by the Library and its staff.

However, in order to help meet community needs for meeting facilities, the Board welcomes the use of its facilities by community, cultural, and educational groups. Permission to use the Meeting Room is at the discretion of the Chief Librarian and the Library Board.

The Board has set the following priorities for community use of the Meeting Room:

1. for meetings or programs co-sponsored by the Library;
2. by community based volunteer or not for profit groups;

3. by other groups.

The meeting room is available to individuals or groups on an equitable basis regardless of the beliefs.

Conditions of Use

The Meeting Room may not be used for:

1. bingo's, lotteries or games of chance;
2. by a commercial enterprise for meetings whose sole purpose is sale of products or services or recruitment of clients;
3. by groups whose aims contravene municipal, provincial, or federal legislation.

Use of facilities may be denied where there is likelihood of physical danger to participants or audience, or misuse of premises or equipment, where there has been material misrepresentation of a group's aim or when a group has misused premises or property in the past.

Granting of permission to use the Meeting Room does not imply endorsement by the Board of the aims, policies, or activities of any group.

The Meeting Room is not available for use on Sundays or holidays as defined in the Library's Collective Agreement. Meeting Room use must commence during the Library's hours of operation and cease by 10:30 p.m.

All individuals or groups sponsoring an event or meeting must subscribe to the Ontario *Human Rights Code* and will observe all its provisions. Events or meetings will not stereotype or discriminate on grounds prohibited under the *Code*. Events or meetings will not promote or preach hatred or derision of any group covered by the *Code*.

Booking the Meeting Room

Groups or individuals wishing to book the Meeting Room may do so at the Library, Monday through Friday between the hours of 9 a.m. and 4 p.m. A rental agreement must be completed and signed by an individual or authorized representative of the organization booking the facility. Payment must be made at the time of booking.

Rates

Rates are for a three to four hour period in either the morning, afternoon or evening. Rates are charged by the following categories of use:

Category I For groups from outside the City of Woodstock the

Rate is \$82.50. If ***admission** is charged, the rate is Doubled.

Category II For organizations the purpose of which includes the financial gain or financial benefit of the organization or of its members the rate is \$60.00. If ***admission** is charged the rate will be the category II rate.

Category III For other groups the rate is \$35.00. If ***admission** is charged the rate will be the Category II rate.

***Admission charges** include ticket sales, registration fees and requested donations. It does not include club membership fees or a collection taken to defray the cost of the Meeting.

Equipment and Other Facilities

Chairs and tables, coffee urn, flip chart, sink and counter and access to public washrooms are provided. No other equipment is provided as part of the rental of the Meeting Room. Set up of the Meeting room is not provided. Users of the Meeting Room are responsible for cleaning necessitated by serving food.

Parking

No parking is provided on the Library property. Public parking is available in the municipal parking lot on Hunter Street. Street parking is available as posted.

Publicity

The Library does not provide advertising for meetings or programs unless the Library is a co-sponsor. Where the Library is not a co-sponsor, groups using the Meeting Room must not imply in any way in their advertising or publicity that the Library Board endorses the group's meeting, aims, policies or activities. The Library should appear only as the location of the meeting.

All organizations or individuals must clearly specify their names in advertisements of meetings being held in Board facilities. The phone number of the organization or of an individual should be listed as a source for further information. Copies of promotional material may be required by the Library prior to release.

Conditions after Use

The Meeting Room must be left in the same condition as it was in prior to use. Chairs and tables must be stacked and stored. Refuse must be removed. Surfaces and floors must be clean and free of debris.

Maximum Attendance

The capacity of the Meeting Room is 50 people.

Cancellation

Cancellation of a confirmed booking must be made 24 hours in advance in order to qualify for a refund of the booking fee. One-half of the fee will be charged if the cancellation is made less than 24 hours in advance. The full amount will be charged if no notice of cancellation is given. No charge will be made if an emergency such as a snowstorm or loss of electrical power occurs which requires the facilities to be closed and meeting to be cancelled.

General Regulations

No smoking is permitted in the Library or Meeting Room.

No alcoholic beverages may be sold on Library premises. Alcoholic beverages may be served only at events sponsored or co-sponsored by the Library Board and provided that all legal requirements are met.

The Library Board is not responsible for equipment or personal articles belonging to any group or individual using the Meeting Room or attending a program or meeting.

Groups or individuals booking the Meeting Room are responsible for any charges resulting from furniture, building or equipment damage or loss.

Nothing is to be affixed to walls in such a way as to damage walls or remove paint.

Corridors must be kept clean for ease of passage in case of emergency.

Library personnel must be permitted access to the Meeting Room at all times.

The applicant must agree to indemnify and save harmless the Library Board in regard to all claims, costs and damages in any way arising out of the application and/or use of the facilities by the applicant and anyone else in attendance there including, without limitation, damage or

destruction of property, personal injury, infringement of royalty rights, defamation and public disturbance.

Failure to Comply

Failure to comply with any of the regulations regarding the use of the Meeting Room may result in refusal of subsequent rental applications.

The Library Board reserves the right to cancel a booking with 30 days notice if the Meeting Room is required for a Library approved function. The Library Board reserves the right to refuse or cancel for cause at any time the use of the Meeting Room without any liability to or against the Library Board as a result thereof.

Effective Date:	February 24, 1997
Motion No. / Date:	97-14 February 24, 1997
Amended Dates:	09-42 November 16, 2009
Responsibility:	Chief Executive Officer / Board

WOODSTOCK PUBLIC LIBRARY

Policy Manual

Section:	8.	Public Services
Subsection:	8.1	Public Use of Library Facilities
Paragraph:	8.1.4	Exhibitions

Statement of Policy: To provide guidelines for the exhibition of works of art or other property not owned by the Library Board on Library premises.

1. The exhibit of works of art or other property not owned by the Library Board can be made only with the approval of the Chief Executive Officer.
2. Objects accepted for exhibit under this policy must be insured by the owner. The Library is not responsible for theft or damage to items such as objects.
3. Placement of the exhibited object is at the sole discretion of the Library.
4. The Library will not accept for exhibit any item that requires physical alterations to Library facilities for exhibition but may accept items that are free standing or in display cases as provided by the owner.
5. The Library reserves the right to judge the importance and suitability of objects submitted for exhibition and may refuse to exhibit an item it deems unimportant or unsuitable.
6. Criteria for refusal to exhibit an item (s) may include:
 - 6.1 lack of suitable space;
 - 6.2 inappropriateness of size;
 - 6.3 poor quality of production;
 - 6.4 item promotes a private or corporate business for commercial profit;
 - 6.5 item promotes unlawful practices;
 - 6.6 item is contrary to policies, regulations and procedures of the Woodstock Public Library;
 - 6.7 item is partisan, political or sectarian.

7. Criteria are to be used as guidelines. Exceptions may be made for items of unusual interest or value or in response to a particular request which fills a need consistent with the aims and objectives of the Woodstock Public Library.

Individuals or groups opposing an exhibit may register their concern via staff to the Chief Executive Officer.

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Responsibility:	Chief Executive Officer / Board

WOODSTOCK PUBLIC LIBRARY

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Section: 8. Public Services

Subsection: 8.1 Public Use of Library Facilities

Paragraph: 8.1.5 Computer Use and Public Internet Access

Computer services and Internet Access, both wired and wireless, will be consistent with the goals and policies of the Woodstock Public Library. Services include office software, printing and internet access. Internet access is intended primarily as an information resource.

1. The Woodstock Public Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through the Internet. The Library does not monitor and has no control over the information available on the Internet.

While the Library employs technology to manage inappropriate in-bound web-based content, the Library cannot assume responsibility to protect users from material that is sexually explicit, offensive or inaccurate. Users should consider the authority, accuracy, objectivity, and currency of information presented on the Internet. All Internet resources accessible through the Library are available to all registered user. Parents or legal guardians, not the Library Board or staff, are responsible for their children's use of the Internet and for the information selected and/or accessed by their children.

2. Users must have a valid Woodstock Public Library card at library computers. Changes of address must be reported immediately. Users from outside the City of Woodstock will be issued a guest card which allows access to computer workstations only and is valid until the ends of the day. Users agree to abide by all Woodstock Public Library regulations and rules of conduct. Violation may result in suspension of registration and/or suspension of other library privileges.
3. Users of both library workstations and its wireless access must agree to abide by acceptable uses of the networked computer workstations as established by the Woodstock Public Library Board and staff. Parents of children under the age of 16 are responsible for their use of the Library's

Internet resources and equipment. Unacceptable uses include but are not limited to:

- I. transmission of any material in violation of any federal or provincial statute or regulation. This includes, but is not limited to, copyrighted material, threatening and or obscene material, and slanderous or libelous material.
 - II. divulging of personal information including but not limited to passwords, telephone number or personal addresses;
 - III. violation of software licensing agreements;
 - IV. installing or downloading of software;
 - V. copying any files from or to any of the workstations;
 - VI. any deliberate attempt to damage or destroy data, hardware or software;
 - VII. any deliberate attempt to alter software or hardware configurations;
 - VIII. any deliberate attempt to interfere with Library approved access by another user;
 - IX. any attempt to cause degradation of system performance.
4. In order to discourage unruly or noisy behavior, staff may limit the number of users at any single workstation at any given time.
 5. Food and beverages are not permitted at the workstations.
 6. Staff may impose time limits in order to ensure equitable access.
 7. Library staff may immediately terminate any user's access to a workstation where a staff member deems that a violation of Library regulations has occurred.
 8. The Library accepts no responsibility for loss or damage to personal property incurred as a result of the use of Library workstations. This includes but is not limited to damage to a user's computer disk or personal equipment. The library can not be held responsible for loss of data, including but not limited to that caused by interruptions in electrical power or internet connectivity. The library can not guarantee the privacy

of data transmitted on personal computers over wireless Internet connections.

9. Library staff cannot provide in depth training. Library staff will provide assistance as time and the expertise of individual staff members permit.

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Responsibility:	Chief Executive Officer / Board

WOODSTOCK PUBLIC LIBRARY

Policy Manual

Section: 8. Public Services
Subsection: 8.1 Public Use of Library Facilities
Paragraph: 8.1.6 Trespass Notices

Statement of Policy: This Policy provides the authority and rules for the issuance, appeal and revocation of trespass notices.

Trespass notices are issued by the Chief Executive Officer on behalf of the Board and under the authority of the Public Libraries Act, R.S.O. 1990, c. P.44 and the Trespass to Property Act, R.S.O. 1990, c. T.21. The Public Libraries Act, s 23 (4) © gives the Board the legal authority to make rules “for the exclusion from the library of persons who behave in a disruptive manner or cause damage to library property”.

The issuance, appeal and revocation of trespass notices will be subject to the following rules:

1. A trespass notice may be issued to persons who behave in a disruptive manner or cause damage to library property;
2. A trespass notice may be issued to persons who violate the Library Board’s Rules of Conduct;
3. A trespass notice will be issued by registered mail or hand delivered;
4. A trespass notice may be issued for a period of from one month to an indefinite period;
5. Trespass notices will be issued by the Chief Executive Officer and his/her designate;
6. A person issued with a trespass notice may appeal the notice by requesting in writing to appear before the Board to give reason why the notice should be revoked;
7. An appeal to revoke a trespass notice issued to a minor must be made by the appellant in the company of their parent or legal guardian.

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