

West Perth Public Library

Code of Conduct

Purpose

West Perth Public Library is committed to providing an atmosphere that makes visiting the Library a positive experience for everyone, and has established this Code of Conduct to ensure that this occurs.

Responsibility

It is the expectation that everyone's conduct will be:

- Respectful of all patrons, visitors, staff and volunteers;
- Careful and considerate of Library property;
- Law-abiding;
- Responsible.

Everyone is expected to:

- Attend to and supervise children in their care;
- Attend to personal belongings;
- Use Library furniture, equipment and resources with care and only for their intended purposes;
- Remove Library materials from the Library only after they have been processed at the service desk and authorization has been obtained;
- Use the Library's public internet computers and other equipment in accordance with the *Use of Technology* policy.

Unacceptable behaviour includes:

- Illegal activities;
- Offensive, inappropriate behaviour, the use of coarse language, or noise sufficient to disrupt others' enjoyment of the Library;
- Damage of Library materials or property;
- Entering non-public areas;
- Animals, other than service animals, in the Library building;
- Solicitation, canvassing or distribution of promotional materials or other articles.

These regulations apply to all Library users, visitors, staff and volunteers.

Consequences of not following the Code of Conduct

It is the responsibility of library employees to ensure that library policies are followed. Employees make every effort to apply these policies in a fair, consistent, and positive manner for the benefit of all. Staff will advise patrons of appropriate conduct, as required, and state consequences for not following policies should unacceptable behaviour continue.

Anyone who fails to comply with the Code of Conduct policy may have their library privileges suspended, be banned from the Library for a period of time, be required to pay for losses or damages, and/or be prosecuted under the law.

Related Documents:

West Perth Public Library Policy. *Accessibility*.

West Perth Public Library Policy. *Use of Technology*.

Issued: October 2015

Revised: February 2021