

Policy 2100

Public Use of Facilities	
Approved	November 4, 2004
Revision Approved	January 14, 2010
Most recent review	February 8, 2018

General Statement

The public is encouraged to use the library for reading, browsing, quiet study and to participate in library programs. However, in order to protect public property and the comfort of users, the library reserves the right to restrict use of certain areas and to impose rules concerning the use of the facility.

- **Restricted for staff use**

Some areas of the Library are not open to members of the public. These include the workroom, staff room, staff washroom, shipping and receiving and storage rooms.

- **Public Washrooms**

Public washrooms may be kept locked, at the discretion of staff, with the keys available at the circulation desk.

- **Quiet Study Areas**

Areas of the Library may be designated as quiet study areas. A patron in these areas who is behaving in any way which disturbs other patrons will be asked to move to a different area of the Library.

- **Telephones**

Library telephones are for staff use only. A short-term phone is provided in the front entrance for the use of the public (the phone will cut out after one minute). Patrons are asked not to use cell phones in the library. Cell phones may be used in the foyer if necessary.

- **Commercial Activity**

All commercial activity, including direct selling and promotion of a product, shall be confined to the rented meeting rooms, unless it is a promotion or activity sanctioned by the library.

- **Smoking**

Smoking is not permitted on the premises. Town of Okotoks Resolution 92.C.540.

1. Acceptable Behaviour in the Library

The library strives to maintain an atmosphere of quiet and decorum and has a responsibility for protection of public and staff safety, as well as public property. Everyone who uses the Okotoks Public Library is expected to behave in a manner which supports this aim.

2. Unattended Children

The Library in no way assumes responsibility for any child of whatever age left unattended in the library.

Parents or guardians of children attending preschool library programs must remain in the library.

Children under the age of eight may not be left unattended in the library at any time. A child is unattended if he/she is in the library without a parent or responsible caregiver, in which case the police may be called.

If children 14 years, and under, are left at the library at closing time, the staff member in charge will call the Police.

3. Procedures to be followed

In the case of *serious violation* of the Library's code of conduct, the staff member in charge will take the following steps:

- a. Inform the person that their behavior is a problem and should be stopped.
- b. If they do not desist, ask them to leave. Maintain visual observation.
- c. If they will not leave, inform them that the police will be contacted to assist you and that they are liable to charges under the Libraries Act.
- d. Contact the police.
- e. Solicit the assistance of responsible patrons who have witnessed the misdemeanor to stay until the police arrive.
- f. Provide the Director with a detailed incident report (Appendix I) on the appropriate form within 24 hours of the occurrence of the event. Include, if possible, the names and addresses of patrons who can verify the report.