



Meaford Public Library
Safety, Security, and Emergency in the Library Policy
Policy-20
May 2016

The Meaford Public Library Board is committed to providing a safe and secure environment for staff, volunteers, and members of the public who use the library. The board also acts to protect and secure library property.

1. The board, Chief Executive Officer (CEO), and library employees share the responsibility to ensure a safe and secure place for the public.
2. The board requires individual staff member's to take responsibility for his or her own safety, as well as the safety of members of the public.
3. All board members, staff, and volunteers will take initiative on public safety issues and will work to solve problems and make improvements on an ongoing basis.
4. The board ensures that funding, time, and resources are dedicated to training the staff in safety, security, and emergency procedures.
5. The library is a member of the Municipality of Meaford Joint Health and Safety Committee (JH&SC) and appoints one member from staff to participate. The JH&SC develops safety and security programs that include procedures, implementation plans, enforcement, and reporting for prevention and mitigation that all board members, staff and volunteers follow (see also relevant HR policies).
6. Staff members will enforce the *Library Rules of Conduct* in order to ensure safety and security in the library. See Appendix A.
7. In accordance with **Ontario Regulation 191/11 Integrated Accessibility Standards**, all emergency procedures, plans, or public safety information will be made available to the public in an accessible format or with appropriate communication supports, upon request.
8. Closing the library may be necessary in emergencies or catastrophes including, but not limited to, extreme weather and power failure. The primary consideration is the safety of all persons in the building and on the property. The CEO or designate will determine when to close the library during an emergency or catastrophe.

9. The library co-operates with other agencies responsible for health and safety and local emergency preparedness.

Related Documents:

Meaford Public Library, ***Policy 5 - Library Rules of Conduct***

Meaford Public Library, ***Policy 36 - Library Accessible Customer Service***

Meaford Public Library, ***Policy 38 - Human Resources***

Municipality of Meaford, D-06 Discrimination and Harassment-Free Workplace Program

Municipality of Meaford, D-07 Violence-Free Workplace Program

Municipality of Meaford, D-21 Inclement Weather/Emergency Situations

Approved: May 2016

Appendix A

Library Rules of Conduct

Everyone is welcome at the library. These rules are intended to provide a safe environment for patrons and staff. The library staff will courteously and firmly enforce the following rules.

The following are NOT allowed:

- Harassment, assaults or use of insulting or threatening language to any library customer or staff member. This rule applies to behaviour both in person and over the telephone, email or other electronic means.
- Vandalism, theft or weapons. This includes changing passwords or homepages on the library's computers; ripping articles out of magazines and/or books; copying audiovisual material; defacing library property.
- Disruptive behaviour, obscene language or any other unacceptable behaviour.
- Intoxicated individuals or anyone who can be seen as a threat to public health and safety or who does not maintain an acceptable standard of personal hygiene.
- Eating and drinking are not permitted except in designated areas.
- Animals may be permitted at the discretion of staff. Animals must be well behaved and under the owners' control at all times.
- Cell phones must be placed on silent ring while in the library and conversations shall be respectful of others.
- Patrons are not allowed in areas designated as "Staff" unless accompanied by an authorized staff member.
- Receiving or displaying text, images, graphics or materials that are illegal, obscene, or offensive. Patrons using their own computers in the Library are to comply with the Library's Internet Use Policy.
- Members of the public must open all bags, books and papers for inspection if requested by staff.
- Members of the public are to wear appropriate public attire in the Library. Use of roller blades, skate boards, etc. are not permitted in the library.
- Photographing, filming or videotaping the library interior, staff and patrons in attendance at the library and/or displays must be authorized by the Chief Librarian.
- Posting notices, brochures, or petitions requires library staff authorization. No direct solicitations of other members of the public may be conducted on library premises.

Those persons who do not follow the Library Rules of Conduct may be subject to the following:

- Exclusion from the library
- Suspension of library privileges
- Cost-recovery for damages
- Prosecution

Appeal Process:

1. Individual(s) wishing to appeal any disciplinary measure may present their case to the Chief Librarian in writing within 14 days of the decision. The written appeal must be mailed to the Meaford Public Library, Attention Chief Librarian, 15 Trowbridge Street West, Meaford, Ontario, N4L 1V4.

2. The Chief Librarian, in consultation with the appropriate staff or with the Library Board, will review the appeal and any decision made is final.

These rules are enforceable under the Ontario Public Libraries Act, the Ontario Trespass to Property Act, the Criminal Code and other legislation.