



Meaford Public Library

Safety, Security, and Emergency in the Library Policy

Policy-20

June 2026

The Meaford Public Library Board (the library) is committed to providing a safe and secure environment for all who use the library. The board also acts to protect and secure library property.

Section 1: Scope

The board, employees, and volunteers take initiative on safety issues and contribute to solving problems and preventing safety hazards on an ongoing basis.

Section 2: Responsibility

1. The board, Chief Executive Officer (CEO), employees and volunteers share the responsibility for a safe environment in the library.
2. The board requires employees to take responsibility for their own safety, as well as that of the public spaces in the library.
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 employees and volunteers in safety, security, and emergency procedures.
5. The CEO or designate develops written safety and security procedures that include implementation plans, enforcement, and reporting for prevention and mitigation of:
 - harassment and violence in the workplace
 - criminal activity
 - disasters and emergencies that include medical and fire
6. The library has its own Meaford Public Library Joint Health and Safety Committee (JHSC) and appoints one supervisor and one worker member from staff to participate. The worker member is a part of the Municipality of Meaford's Health and Safety Program Committee. The Municipality of Meaford also develops safety and security programs that include procedures, implementation plans,

enforcement, and reporting for prevention and mitigation of health and safety matters, that all Municipal employees, including library employees follow.

7. Employees will enforce the *Library Rules of Conduct (Policy 5)* to ensure safety and security in the library. See Appendix A.
8. 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 support, upon request.
9. The library may close, if 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 and ensure appropriate communication is addressed.
10. The library co-operates with other agencies responsible for health and safety and local emergency preparedness.

Related Documents:

Occupational Health and Safety Act, R.S.O. 1990, chapter O.1

Ontario Regulation 191/11 – Integrated Accessibility Standards

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***

Meaford Public Library, ***Emergency Evacuation Plan and Procedures, June 2025***

Municipality of Meaford – Health, Safety and Wellness Policy

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 Conditions

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Appendix A – Policy 5 – Library Rules of Conduct

Everyone is welcome at the library. We are committed to creating and maintaining a safe, positive, and quality environment where we treat each other with respect and courtesy as set out in the Ontario Human Rights Code.

At the Meaford Public Library, everyone's conduct will be:

- Mutually respectful
- Responsible
- Law-abiding
- Considerate of library property

Everyone is expected to:

- Attend to and supervise children in their care.
- Attend to personal belongings.
- Dress appropriately, including always wearing shoes and shirts.
- Consume food and drink subject to responsible behavior.
- Notify library staff before posting notices, flyers, or brochures.

The library will exercise zero tolerance to:

- Harassment, assaults, or use of insulting or threatening language to any library customer or staff member. This rule applies to behavior both in person and over the telephone, e-mail, or other electronic means.
- Vandalism, theft, or weapons. This includes changing passwords or homepages on the library's computers; defacing library materials; copying audiovisual materials; defacing library property.
- Disruptive behavior, obscene language, or any other unacceptable behavior
- Intoxicated individuals or anyone who can be seen as a threat to public health and safety.
- The use of rollerblades, skateboards, etc. are not permitted in the library.
- Photographing, filming, or videotaping without prior approval from the Library CEO or designate.
- Petitioning, soliciting, or engaging in commercial activity may not be conducted on library premises unless authorized by the Library CEO or designate.
- Using cell phones, laptops, computers, or other devices in a manner which disturbs others use of the library.
- Occupying areas designated for staff unless accompanied by an authorized staff member.
- Smoking or vaping.
- Sleeping in the library.
- Library materials in public washrooms of the library.
- All service animals will be permitted at the library. Other animals may be permitted at the discretion of staff. Animals must be well behaved and under the owner's control at all times. Should a patron require accommodation for health reasons due to service animals being present in the library, staff will ensure the patron is accommodated.

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 Library CEO in writing within 14 days of the decision. The written appeal must be mailed to the Meaford Public Library, Attention Library CEO, 11 Sykes Street North, Meaford, ON, N4L 1V6.
2. The Library CEO, in consultation with the appropriate staff and the Library Board, will review the appeal and any decision made is final.

Related Documents:

Child and Family Services Act, R.S.O 1990, c. C.11

Criminal Code R.S.C., 1985, c.C46

Human Rights Code, R.S.O. 1990, c.H.19

Meaford Public Library, ***Policy 2 Internet Services***

Public Libraries Act, R.S.O. 1990, c. P.44

Trespass to Property Act, R.S.O. 1990, c. T.21

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