Appendix A

Winnipeg Public Library

Code of Conduct

Winnipeg Public Library strives to provide a safe, welcome and comfortable environment for all. Following this Code of Conduct will prevent disruption of library services, ensure the safety of staff and customers, and maintain the security of library property.

We expect every customer to:

- Treat all staff and customers with respect
- Dress appropriately: shoes and shirts must be worn at all times
- Accompany and supervise the children in their care while visiting the library
- Use library furniture, equipment, facilities and designated spaces for their intended purposes only
- Use cellphones or other personal technology in a way that is not distracting to others
- Leave the library promptly at closing time and when required to do so during an emergency

Examples of behaviour that is NOT allowed include:

- Carrying and use of weapons
- Disruptive behaviour including noise, skateboarding, rollerblading, running or moving library furniture or equipment
- Verbal abuse including yelling, swearing, threats or harassment
- Intoxication or substance abuse
- Sexual misconduct, stalking or voyeurism
- Vandalism, theft or any other criminal activity
- Interfering with another customer's use and enjoyment of the library, or interfering with staff in performing their work
- Loitering on library premises when the library is closed
- Smoking or 'vaping' (using e-cigarettes):
  a) in Winnipeg Public Library buildings
  b) within 8 metres (26 feet) from an outdoor entrance providing direct access to a Winnipeg Public Library building

Consequences of violating Winnipeg Public Library's Code of Conduct:

If a customer violates any provision of this statement, Library Administration, staff or Security may take the appropriate action, including:

- Suspend library borrowing privileges for a specific period of time
- Bar the individual from entering the library for a specific period of time under Section 1 of *The Petty Trespass Act (Manitoba)*
- Call the Winnipeg Police Service for assistance

Thank you for following Winnipeg Public Library's Code of Conduct. If you have any questions about this document, please contact Library Administration at 204-986-6462.

Winnipeg