

REPORT TO THE LIBRARY BOARD

JANUARY 23, 2025

SUBJECT: Charter of Library Use
PURPOSE: For Approval
PREPARED BY: Executive Team
PRESENTED BY: Michael Ciccone – CEO & Chief Librarian

RECOMMENDATION

It is recommended that the Library Board approve the revisions to the Charter of Library Use.

BACKGROUND

The Charter of Library Use is an umbrella policy identifying several key policies which define the relationship between Library users and the Library in terms of expected behaviours and responsibilities. These policies are:

- Technology and Internet Use;
- Rules of Conduct, and
- Unattended Children.

The current policy, a list of significant revisions, and the revised policy are appended.

NEXT STEPS

This policy will be reviewed in four years as part of the Library's policy review process.

CURRENT POLICY

PURPOSE

The Charter of Library Use is an umbrella policy identifying several key policies which define the relationship between Library users and London Public Library (The Library) in terms of expected behaviours and responsibilities. These policies are:

- Technology Use;
- Internet Services;
- Rules of Conduct; and,
- Unattended Children.

SCOPE

This policy applies to all members of the public and Employees using or accessing our facilities in person or remotely.

Members of the public and Employees are expected to follow the laws and regulations of Canada and the Province of Ontario. In the Library, particular attention is given to:

- *Canada's Anti-Spam Legislation (SC 2010, c 23)*;
- *Canadian Charter of Rights and Freedoms*;
- *Copyright Act (RSC1985, c C-42)* and other legislation governing intellectual property;
- *Criminal Code of Canada (RSC 1985, c C-46)* and other legislation governing public conduct;
- *Child, Youth and Family Services Act, 2017 (SO 2017, c 14, Sched 1)* and other legislation governing the rights of children;
- *Ontario Human Rights Code (RSO 1990, c H19)*;
- *Ontario Public Libraries Act (RSO 1990, c C44)*; and,
- *Ontario Trespass to Property Act (RSO 1990, c T21)*

POLICY STATEMENT

The Library aims to provide a welcoming and safe environment for the enjoyment of Library users and Library Employees alike.

Individuals using Library services and resources are expected to act with respect and consideration for other users, for Library Employees, Library Volunteers, Security staff and for Library Property.

It is the responsibility of Library Employees to ensure that Library users adhere to Library policies. Library Employees will make every effort to apply these policies in a fair, dignified and positive way.

Any individual found in violation of Library policy risks loss of privileges, exclusion from the Library, cost-recovery damages and prosecution.

BACKGROUND:

INQUIRIES:

CEO & Chief Librarian

SUMMARY OF SIGNIFICANT CHANGES

Definitions

Added definitions for Contracted Security Services, Library Employee, Library Property, Library Volunteer, and Patron to be consistent with other related policies

REVISED POLICY

PURPOSE

The Charter of Library Use is an umbrella policy identifying several key policies which define the relationship between Library users and the London Public Library (Library) in terms of expected behaviours and responsibilities. These policies are:

- Technology and Internet Use;
- Rules of Conduct, and
- Unattended Children.

DEFINITIONS

- **Contracted Security Services** means personnel contracted to provide security for the Library
- **Library Employee** means a person who is employed by the Library and includes all Employees, including Page and Casual staff.
- **Library Property** means land and buildings owned or leased by the Library and anything attached to the land, such as a bench or shed.
- **Library Volunteer** means a person who voluntarily extends their services to actively support the Library, and who does so without remuneration.
- **Patron** means any person utilizing the services of the Library or Library Property.

SCOPE

This policy applies to all patrons, Library Employees, Library Volunteers and Contracted Security Services staff using or accessing our facilities in person or remotely. All are expected to follow the laws and regulations of Canada, the Province of Ontario and the City of London. Particular attention is given to:

- *Canada's Anti-Spam Legislation* (SC 2010, C-23);
- *Canadian Charter of Rights and Freedoms*;
 - *Copyright Act* (RSC1985, c C-42) and other legislation governing intellectual property;
 - *Criminal Code of Canada* (RSC 1985, c C-46) and other legislation governing public conduct;
 - *Child, Youth and Family Services Act, 2017* (SO 2017, c 14, Sched 1) and other legislation governing the rights of children;
- *Ontario Human Rights Code* (RSO 1990, c H19);
- *Ontario Public Libraries Act* (RSO 1990, c C44), and
- *Ontario Trespass to Property Act* (RSO 1990, c T21)

POLICY STATEMENT

The Library aims to provide a welcoming and safe environment for Patrons and Library Employees, Library Volunteers and Contracted Security Services alike.

Individuals using Library services and resources are expected to act with respect and consideration for other users, for Library Employees, Library Volunteers, Contracted Security Services and for Library Property.

It is the responsibility of Library Employees to ensure that Patrons adhere to Library policies. Library Employees will make every effort to apply these policies in a fair, dignified and positive way.

Any individual found in violation of Library policy risks loss of privileges, exclusion from the Library, cost-recovery damages and prosecution.

INQUIRIES

CEO & Chief Librarian