

**Type:** BMPL User Services**Authority:** CEO**Resolution No:** BMPL 2018-105 on 5-17-18; POL-PUB.2018.65**Associated Documents:****Original Approval:** 5-17-2018**Amended On:****Reviewed On:** 5-19-2022**PUB.2018.65.1****Rights of BMPL Users**

BMPL Users have the right to use the library, museum and archive materials and services without being disturbed or impeded by other BMPL users. All BMPL users, visitors and employees have the right to a secure and amiable environment.

PUB.2018.65.2**Use of Library Card**

A Borrower may obtain a library card according to Membership policies. Borrower cards:

1. May be used only by the person to whom it is issued.
2. Are valid for a period of twelve months from the date of issue unless sooner revoked by the CEO for improper use, such as non-return of materials or inappropriate behaviour in the facilities.
3. Remain the property of the Library.

PUB.2018.65.3**Responsibilities of Borrowers**

1. Every Borrower shall:
 - 1.1. Take proper care of any library item entrusted to his or her care.
 - 1.2. Return all library items to the Library on or before the date provided pursuant to No. 5.
 - 1.3. Take proper care of the borrower's card issued to him or her, produce it when required and return it to the Library when it expires or when it is revoked for cause.
 - 1.4. Provide the Library with notice of any change in address and/or telephone number.
 - 1.5. Pay all fines and fees charged in accordance with the Library's policies.
2. Reciprocal Borrowers shall comply with all rules, regulations and policies governing members of the Blue Mountains Public Library. See Membership for restrictions.

PUB.2018.65.4**Conduct in Library, Museum and Gallery**

1. The employees are responsible for maintaining order in each of the buildings. When employees observe inappropriate behaviours, they are expected and authorized to implement immediate action.
2. Some examples of inappropriate behaviour include, but are not limited to:
 - 2.1. Conduct which causes unnecessary disturbance to BMPL users and visitors;
 - 2.2. Smoking on the premises;
 - 2.3. Eating/drinking at computer stations;
 - 2.4. Running in the Library;
 - 2.5. Posting or distributing materials which could be considered offensive;
 - 2.6. Loud or boisterous behaviour;

- 2.7. Damaging or disturbing the collections;
- 2.8. Removing any library item from the library without checking it out;
- 2.9. Removing items from the museum without permission;
- 2.10. Damaging or defacing any property;
- 2.11. Selling products and services and/or soliciting donations, except as part of a sponsored program, gallery/showcase rentals, or official room rental uses;
- 2.12. Soliciting others for religious or political purposes.
3. Disrespectful attitudes or language, teasing, or other types of harassment of BMPL users or employees is not permitted.
4. Animals, except service animals, are not permitted in the buildings. However, animals may be permitted as part of an official program. Animals may not be left unattended on BMPL property.
5. Consumption of alcoholic beverages or drugs is not permitted on BMPL property except as permitted under the Consumption of Alcohol Policy.

PUB.2018.65.5 Serious or Dangerous Behaviours

Employees are expected and authorized to immediately call the police when they observe serious or dangerous behaviours such as:

1. Loitering on grounds, after being evicted from the building;
2. Behaviour that an employee feels is threatening to the immediate safety of other BMPL users or Library staff;
3. Hitting or striking another person;
4. Threats of violence to oneself or others;
5. Theft or deliberate vandalism of collections, materials or property, or to the personal property of BMPL users, visitors or employees; or
6. Use of alcohol or drugs, or patronizing the library, museum or grounds when appearing to be under the influence of alcohol or drugs.

PUB.2018.65.6 Cell Phone Use

BMPL Users should be respectful on the use of their cell phones while in the building since such usage may interfere with the comfort and work of employees and other BMPL users.