



Policy Manual

Code of Conduct

Welcome to the County of Lennox & Addington Libraries. We uphold the County of Lennox & Addington's Mission, which is to enhance the quality of life and sense of place in Lennox and Addington through teamwork, innovation, sustainability and customer service excellence.

At the County of Lennox & Addington Public Libraries everyone's conduct should be:

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

Everyone is expected to:

- Attend to and supervise children in their care
- Attend to personal belongings
- Dress appropriately, including wearing shoes and shirts at all times
- Use library furniture, equipment and property only for the usual and intended purposes
- Use washrooms only for their intended purpose

Examples of behavior that will NOT be permitted include:

- Threatening, abusive, harassing language, behaviour or actions
- Actions or behaviour that damage library property
- Behaviour that interferes with the ability of others to enjoy, use and work in the Library
- Being under the influence of alcohol or illegal substances
- Selling, using or possessing alcohol or illegal substances
- Vandalism, graffiti or other damage to library property
- Using electronic devices and other equipment in a manner which disturbs others
- Photographing or filming without the consent of a senior staff member
- Petitioning, soliciting or engaging in commercial activity without prior authorization

Animals are only welcome in the Library if they are either:

- A registered service animal at work
- Participating in a library program organized to accommodate them