



## Drayton Valley Library Bylaws, Schedules & Policies

Library Bylaws, Schedules and Policies comply with the Alberta Libraries Act.

The Library Board reviews our governing documents regularly to make sure they are relevant and responsive to operations.

Bylaws, Schedules and Policies are public documents that are accessible to view on the Library's website under "About Us".

Procedures may include information that is protected; these documents cannot be accessed or viewed by the public without an official **FOIP** request submission.

Members of the public that want to address the Board on specific issues or concerns regarding Bylaws, Schedules or Policies may request a delegation presentation.

Requests must be submitted to the Director in writing a full week prior to the scheduled Board meeting date.

Written delegation requests must state the issue, or the development opportunity, with specific reference to the Bylaw section, Schedule, or Policy number.

Board meetings are regularly scheduled in the afternoon of the third Thursday each month except December and July. Any change to a scheduled meeting date will be announced on the Library website.



## Drayton Valley Municipal Library

5120-52 Street (Civic Centre)

Phone: 780-514-2722 • Fax: 780-514-2790

<b>Monday</b>	<b>10:00 am - 5:00 pm</b>
<b>Tuesday</b>	<b>9:00 am - 8:00 pm</b>
<b>Wednesday</b>	<b>9:00 am - 8:00 pm</b>
<b>Thursday</b>	<b>9:00 am - 8:00 pm</b>
<b>Friday</b>	<b>10:00 am - 5:00 pm</b>
<b>Saturday</b>	<b>12:00 pm - 4:00 pm</b>

**Closed Sundays and  
Holiday weekends.**

**(Closed on Saturdays in July & August)**

Contact our Library Director  
for more information on our  
Code of Conduct, Bylaws, Policies  
or Rules for Safe Use of Facilities.

Email: [dvml@draytonvalleylibrary.ca](mailto:dvml@draytonvalleylibrary.ca).



[www.draytonvalleylibrary.ca](http://www.draytonvalleylibrary.ca)

## Code of Conduct & Safe Use of Library Facilities



## Drayton Valley Municipal Library

Imagine ~ Engage ~ Explore ~ Discover

**Providing a safe, welcoming  
place to connect...**

*Our library is accessible to all  
members of the community.*

*Our Code of Conduct policy is  
built on recognition and respect  
of everyone who comes to our  
facility to access services,  
resources and programs.*

Published July 2021

## Code of Conduct

Our Library provides a safe, welcoming space for all members of the public to access services and resources.

Library users are expected to behave in a manner that respects the rights of others and does not inconvenience, offend or limit others' enjoyment of the library space, resources or programs.

Library users will treat staff and other guests with respect and consideration. Aggressive or abusive behavior toward staff or other users, including language or gesture, will not be tolerated.



Staff are authorized to enforce the **Code of Conduct** to ensure a safe, enjoyable environment for all.

Staff are authorized to intervene when behaviours become disruptive or pose risk to others. Violations of the **Code of Conduct** are reported to the Director for further corrective action including:

- Issuing verbal or written warning,
- Ordering the offender to leave,
- Barring offender from the facility for a defined period of time,
- Pressing charges against offender depending on the offense.

Serious or recurring issues will be brought to the attention of the Library Board for further corrective measures.

All decisions of the Board are final!

## Rules for Safe Use of Facilities

The Library facility and resources are to be used as intended. Abuse or misuse of library properties will not be tolerated.

To safeguard the rights of all members of the public who access our facilities the following rules apply:

**Smoking** of any substance is prohibited inside the Library and within 10 meters of building entrances.

**Eating** is permitted in lounge & program areas only. Foods with strong aromas are not permitted. Food is not allowed in collection areas. People are expected to clean up after themselves.

**Drinking** of non-alcoholic beverages is permitted in lounge and program areas only. Patrons are responsible for any spills that causes damage.

**Noise** is expected in public spaces, but volume should be kept at a respectful level, including cell-phone or personal conversations.

**Profanity** or abusive language will not be tolerated by or towards anyone.

**Sleeping** is not permitted; couches and floors will not be used as beds.

**Children** are welcome in the Library so long as behaviour does not negatively impact other's enjoyment of the space and services.

Library staff cannot accept responsibility for unattended children. Parents or legal guardians are responsible for supervising their child's behaviour:

- Children **under 6 y/o** must be attended and supervised by a parent at all times;
- Children **aged 6-10 y/o** may be allowed to attend programs without a parent only when staff are provided with parents emergency contact information.

## Rules for Public Computer Use

Public computers are provided as a free service. Computers have pre-set programs and features for general use.

Users are not permitted to modify equipment settings, download or install programs on library computers.

The Library cannot be held responsible for any data loss or damage to storage devices and cannot guarantee privacy for sites viewed on public computers.

**Be Aware:** Computer displays can be seen by others, including children!



- Users can log-on to public computers with their library barcode and PIN.
- Service desk staff will provide visitors with a temporary barcode and PIN.
- One person per station per session.
- No food or drink at computers.
- Use earbuds to listen to audio files; earbuds are sold at the service desk.
- Web-browsing must be appropriate for ALL audiences. Avoid images or content that might offend others;
- **Do NOT** use public computers for:
  - ◇ Viewing or distributing pornographic or other illicit images/ files,
  - ◇ Online gambling/ gaming for money,
  - ◇ Creating or distributing spam emails,
  - ◇ Sending hateful or illegal content.

Staff will terminate computer sessions without warning if rules are violated.