

## Library Rules of Conduct

These rules are intended to ensure the dignity and safety of library staff and users and to maintain the security of library property. Violent, threatening, abusive, discriminatory or harassing language or conduct of any kind will not be tolerated and is contrary to our Anti-Discrimination and Anti-Harassment Policy Statement.<sup>1</sup> Library staff will apply and enforce these rules in a fair, dignified, and reasonable manner. At the discretion of staff, library users who violate these rules will be asked to leave the library. Serious or continued violation may result in suspension of access to the library.

Anyone requesting research assistance from library staff should communicate the issues to be researched as clearly as possible to assist library staff in understanding the issue at hand. Library staff reserve the right to refuse to provide research assistance to a library user if the research questions are inappropriate, or if the user is abusing this privilege, or taking up an inordinate amount of staff's time.

## Library Rules for Law Society of Ontario Licensees and their Agents

### Personal Conduct

Library staff ask for your cooperation in maintaining an environment conducive to productive research and enjoyable use of the library. All library users are expected to:

- Treat other users and library staff with respect.
- Treat library property with respect.
- Refrain from disruptive behaviour or loud conversations.
- Set cell phones to vibrate and not take or make calls in the library.
- Operate technology in a manner that is not disruptive to other library users.
- Refrain from eating in the library (beverages in closed containers are permitted).
- Exit the library promptly at closing time, during emergency evacuations (e.g. fire alarms), and whenever requested to leave by library staff or public safety personnel.
- Pick up after yourself.

### Computer Use

Library computers are provided for purposes of legal research and law-related work. Library computers may not be used for personal or recreational purposes, including streaming video or audio for personal or recreational purposes. Library staff reserve the right to require anyone making unauthorized use of a library computer to cease such activity immediately, failing which

<sup>1</sup> Approved by the Board on January 12, 2012. A copy of this policy statement is available at [\[insert link\]](#).

the library user may be requested to leave the library. There are a limited number of computers in the library. After 1 hour, library staff may ask a user to surrender the computer to other users in need.

### **Library Materials**

This is a reference library. Books and other materials may not be removed from the library with the following exceptions: with staff approval, Law Society of Ontario licensees may sign out books for short-term 'in court use' in the courtrooms at 361 University, and TLA members may sign out books overnight.

### **Library Rules for Public Users**

As a private, licensee and membership funded facility, the Library prioritizes services and resources for the use of Law Society of Ontario licensees and their agents. Public users (non-licensees) who wish to use the library to conduct legal research must comply with the Personal Conduct rules set out above and with the following rules:

- You must identify yourself to library staff and sign-in at the front desk.
- You may only use the library's print resources.
- Library staff can direct you to appropriate resources, but cannot provide research assistance.
- You may not disturb other library users to seek legal information or advice.

*Approved by the Board of Directors of the TLA on June 11, 2019*