

Library Branch Services and Patron Use

Section	Public Policy	Distribution	Public
Board Approval	November 27, 2003	Coverage	Public
Implementation	November 27, 2003	Contact	Branch Manager, Director
Revised	December 10, 2015, June 18, 2020, December 10, 2020, March 17, 2021		
Implementation	June 29, 2020		
Related Policies, Procedures and Guidelines			
Related Forms			

Hours of Service

Hours of service are determined by community needs, provincial standards of library service and library resources. Library branches will be open to the public for a minimum of 15 hours per week, and encompass a combination of morning, afternoon, evening and weekend hours wherever possible.

Lost and Found

Non-perishable items left in and around library premises will be stored for one week. If left unclaimed, lost and found items will then become the property of the library and dealt with as the library deems appropriate.

Behaviour Code

- All persons entering the library must abide by all Nova Scotia Public Health regulations
- Library users and staff must maintain an environment that is safe, secure, conducive to study and enjoyable for all persons.
- The library is a scent-free and smoke-free environment.
- Cell phones, pagers and other electronic devices must be turned off or muted.
- Light snacks and covered non-alcoholic beverages are permitted in most areas of the library.
- Soliciting, canvassing, photographing, filming or video recording, or distributing circulars or petitions is not permitted on library property without the permission of the Library Director.
- Animals are not permitted in the library unless they are assisting a person with a disability.
- Only authorized entrances, exits and library space may be used by the public.

- In the event of an emergency, the public is to follow the direction of library staff.
- Anyone exhibiting disruptive or inappropriate behaviour that affects library usage may be asked by library staff to leave the premises. The library reserves the right to suspend library privileges and/or ban persons from the library for non-compliance with this policy.
- Any illegal activity or behaviour may result in prosecution.
- The library is not responsible for children left unattended in or around the library premises.
- Library users are responsible for any damage incurred to library property.

Community Bulletin Boards

Where space permits, the library may provide a community bulletin board. Community groups or individuals requesting space are required to submit their material to the library for posting. Postings do not reflect the views of the library, nor is the library responsible for the reliability of information posted.

The library reserves the right to refuse postings and to determine the position of postings on the bulletin board. Dated or worn materials will be removed, and will not be returned.

Petitions, political campaigns, over-size posters or materials that violate the Human Rights Code, the Canadian Charter of Rights and Freedom, or the Criminal Code of Canada will not be accepted.