

Library Use **Guidelines**

Introduction

This guideline outlines the conditions of use of the Library; outlining what is unacceptable behavior of library users within any branch or service point of the Library.

Purpose

This operating guideline is informed by the New South Wales Library Regulation 2018 under the Library Act 1939 and should be read in conjunction with this legislation. Further rules within this policy are imposed by the Library under the Library Regulation (6)(1) - 'A local authority may make rules to regulate the use of its local libraries'.

The Library is for the use and enjoyment of the Central Coast community. The Library expects Library users to conduct themselves in a responsible and reasonable manner within the Library to ensure that:

- The rights and safety of Library users and staff are protected
- The Library's facilities, equipment and materials are protected
- The Library operates efficiently and effectively and is a welcoming and safe place for Library users

Guideline statement

As per the Library Regulation 2018 (14) - Proper use of a library:

'A person must not, without the consent of the governing body for the library, use any library for any other purpose than reading, consulting or borrowing the library material of the library or

using any other library service or information service.'

This includes using the Library as a place of business and/or carrying out group activities, without the permission of the Library.

As per the Library Regulation 2018 (16) - Animals Prohibited:

'(1) A person must not take any animal into any library or leave any animal in such a library unless the person has the consent of the governing body for the library.

(2) This clause does not prohibit a person with a disability from taking an assistance animal into a library.'

Children under the age of twelve (12) years are not to be left unattended in the library for any period; supervision must be provided by a parent, guardian, carer, or responsible person over the age of sixteen (16) years. Children who use the Library while in transit from school to home are not considered to be unattended.

The Library utilises RFID technology to protect the Library's collection from theft. If the Library's RFID security gates sound an alarm, Library users are to return to the Library and seek assistance from a Library staff member.

The Library seeks to protect people and assets in and around the Library's properties by using CCTV surveillance cameras. The primary use of CCTV is to discourage and/or detect unlawful behaviour and/or unacceptable behaviour as outlined in this policy; CCTV footage may be used against those undertaking such behaviours.

The following are examples of behaviours that are not acceptable on Library property. The list is not exhaustive and may include any reasonable request made by Library staff.

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- The carrying of dangerous weapons
- Stealing, damaging, altering or inappropriate use of Library property
- Obscene or offensive acts or accessing inappropriate information
- Soliciting or selling
- Selling, using or possession of illegal drugs
- Drinking alcohol
- Smoking within a Library or within 10 metres of a Library or Council building
- Creating excessive noise that disrupts any Library user or staff member
- Physical or verbal aggressiveness or harassment of any Library user or staff member
- Where a person's condition, personal hygiene, conduct, dress, or manner is likely to give offence to any person in the Library or to interfere with any other person's use of the library
- Behaviour that endangers safety of Library users or staff
- Skateboard and or scooter riding
- Distributing advertisements, petitions, notices, or other material not approved by the Library
- Gambling within the Library

Any person intoxicated, or under the influence of a prohibited drug, is prohibited from entering the Library.

Persons involved in unacceptable behaviour will be informed by library staff that their behaviour is unacceptable. If, after a warning, there is no change in their behaviour, they will be asked to leave the Library. The details of the incident will be recorded by library staff and the Library Supervisor, Team Leader, Section Manager Library Services and WHS Incident Line informed.

Any person involved in illegal activities will be reported to the relevant authority and requested to leave the library.

As per the Library Regulation 2018 (17) a library user must leave the Library immediately if requested to do so by a Library staff member.

Photography and filming within the library

- Permission from the Section Manager Library Services and Team Leader Branches/or Library Supervisor is required before taking professional photographs or filming in any branch Library or service point
- Identifiable images of people cannot be included in your photographs or films, without their written permission

Failure to comply with the *Library Use Guidelines* may result in:

- Suspension of Library membership
- Exclusion from one, or all branches, of the Library
- Restricted access to Library facilities, equipment, or materials

Related resources

- [Library Act 1939 No 40 - NSW Legislation](#)
- [Library Regulation 2018 - NSW Legislation](#)