



Library User Code of Conduct

As at 6 December 2006

POLICY NAME	Library User Code of Conduct Policy
COUNCIL ADOPTION	6 December 2006
REF	Minute 250/06
RELEVANT LEGISLATION	<ul style="list-style-type: none">• Library Regulation (NSW) 2005• Occupational Health & Safety Act (NSW) 2000
RELATED POLICIES/DOCUMENTS	<ul style="list-style-type: none">• Strathfield Council Code of Conduct

1. Introduction

1.1 Title and Commencement

This policy is titled Library User Code of Conduct Policy. This policy was adopted by Council on 6 December 2006.

1.2 Purpose of the Policy

The purpose of the policy is to provide guidelines for use of the Library service. Strathfield Council is committed to provide a welcoming and safe library environment for research, study and learning and has a responsibility to ensure the safety and wellbeing of its clients, visitors and staff.

All users and staff of Strathfield Library have the right to use the Library's services, facilities and collections in safety and without being unnecessarily distracted or disturbed by other people.

1.3 Objectives and Coverage of the Policy

This policy outlines the conduct Council expects from all library clients and visitors. Restrictions to access to the Library may be imposed on individuals who fail to abide by this policy, which is consistent with the NSW Library Regulation 2005.

2. Policy Statement

2.1 Acceptable behaviour

In order to provide a safe and welcoming environment for library users and staff, Strathfield Council expects that all users will:

- a. Treat fellow clients and Library staff with respect and courtesy. Unsociable behaviour, including harassing clients or staff, is not allowed. This includes the use of offensive or threatening language and the making of threats to staff or clients.
- b. Not behave or use language, which offends, insults, humiliates or intimidates another person or group of people on the basis of race, ethnic origin, gender, age or disability.
- c. Meet acceptable levels of personal hygiene or dress, in the interests of your health and safety and the interests of other people using the library's collections, facilities and services.

- d. Maintain reasonable, but not excessive, levels of noise in general areas of the library. Library users must maintain low levels of noise in the Library quiet study room.
- e. Disruptive behaviour will not be tolerated.
- f. Turn off mobile phones or personal audio devices such as electronic games, pagers, CD players in public areas.
- g. Take care of Library collections, equipment and furniture. Mutilating Library material through marking, cutting or tampering with security tags is a breach of the regulation.
- h. Ensure Library material is not hidden or deliberately misplaced.
- i. Refrain from bringing food or drink, with exception of bottled water, into the Library. Food and drink is permissible only in the atrium area or with formal group hire in the Library meeting room.
- j. No smoking is permitted on Library premises.
- k. Selling for profit, distribution of leaflets, taking surveys, circulating petitions or collecting for charity within the Library general areas is not permitted, unless by permission of the Library Manager.
- l. Keep valuable items with you at all times. The Library is not responsible for your personal belongings.
- m. Library users may not bring large bags into the Library general areas. Lockers have been provided in the foyer of the Library to store bags for the convenience of Library users. Library staff has the right to inspect equipment, folders, bags or property as clients enter or leave the Library.
- n. Library users must not move chairs and tables into aisles and walkways or block aisles by lying on the floor as this may pose a safety risk to other Library users.
- o. Children under eight (8) years of age may not be left unattended in the Library and must be at all times under the supervision of a parent or other adult when in the Library.
- p. Leave the Library when requested at closing time and during emergency procedures.
- q. Inform Library staff promptly of any concerns you have relating to the behaviour of other clients.

2. Users of Strathfield Library services must follow directions from Library staff.

2.2 Penalties

1. Clients who do not comply with this Code of Conduct may be asked to leave the Library or may be refused access to the Library buildings.
2. Clients who are asked to leave the Library may be excluded from the Library for a period of time as determined by the Manager of Library and Information Services.

2.3 Implementation

1. New members of Strathfield Library will be provided with a copy of this policy upon applying for membership.
2. Copies of the *Library User Code of Conduct* will be displayed prominently at Strathfield Library.