STRATHFIELD COUNCIL

LIBRARY USER CONDUCT POLICY

XX 2022

Public Exhibition Document
Endorsed by Council meeting on 1 November 2022 for public exhibition on 3 November – 30 November 2022

STRATHFIELD COUNCIL

STRATHFIELD COUNCIL	POLICY		
TITLE	**LIBRARY USER CONDUCT POLICY**		
DATE ADOPTED	Xx	**MINUTE**	xx
REVISED	Xx	**REVIEW**	2024
RESPONSIBILITY	Library Service		
ASSOCIATED LEGISLATION	• *Library Act 1939* • *Library Regulation 2018* • *Work Health & Safety Act 2011* • *Disability Discrimination Act 1992 (Comm)* • *Disability Inclusion Act 2014*		
ASSOCIATED POLICIES	• Code of Conduct • Strathfield Disability Inclusion Action Plan • Children and Young Adults in Library Policy		

1. Introduction

1.1 Title and Commencement

This policy is titled *Library User Conduct Policy.* This policy was adopted on xx by Council resolution (minute xx).

1.2 Purpose of the Policy

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 users and staff. The policy is framed with reference to the *Library Act 1939*. The purpose of the policy is to set out guidelines for acceptable use of the Library service for the benefit of all users.

1.3 Objectives of the Policy

The objectives of the policy set out:

- the conditions for acceptable use of the library service
- penalties for breaches of the policy

1.4 Coverage of the Policy

This policy applies to all Council officials (Councillors, Staff, contractors and volunteers) and patrons or visitors using the Strathfield Library Service.

1.5 Definitions

Library user – any person using Strathfield's library services including members, residents and visitors

Library Manager – Council officer authorised to manage the library service.

1.6 Implementation Strategies

The policy will be implemented by:

- informing new members of the Strathfield Library service of Council's Library policies
- displaying copies of the *Library User Conduct Policy* prominently at Strathfield Library.

2. Policy Statement

2.1 Preamble

Users of Strathfield Library services must observe the conditions of the policy and any instructions issued by library staff. Library staff are responsible for managing the day-to-day operations of the library services and are authorised to issue instructions to library users. Unacceptable behaviour should be reported to Library staff promptly so that action can be initiated.

2.2 Acceptable Behaviours

All library users must treat other users and library staff with respect and courtesy.

Anti-social behaviour, including harassing clients or staff, is not permitted. This includes the use of offensive or threatening language and the making of threats to staff or other users. Such conduct may be reported to Police.

Library users must not behave or use language that offends, insults, humiliates or intimidates another person or group of people on the basis of race, ethnic origin, gender, age or disability.

Library users must have acceptable levels of personal hygiene and presentation (eg dress standards), in the interests of the health and safety of other library users and library collections, facilities and services.

Library users must leave the Library when requested at closing time and during emergency procedures.

2.3 Noise

To be considerate of other library users, reasonable but not excessive levels of noise is permitted in the general areas of the library.

2.4 Care of Library Materials

Care must be taken to protect Library materials, collections, equipment and furniture. The following are breaches of the Library Regulation and fines may apply:

- Removal of library materials from the library premises without first borrowing them.
- Removal of 'Not for Loan' items from the Library.
- Damage of library material or collections
- Intentionally or maliciously disordering shelved materials.

2.5 Copyright provisions

Library users must observe copyright provisions as set out in the *Copyright Act* and Regulations. Failure to observe copyright provisions is a breach of this policy.

2.6 Use of computers and public internet

Failure to observe the acceptable conditions for use of computer and public internet is a breach of this policy. Illegal acts involving the use of the Library's internet resources may also be subject to prosecution by local, state or federal authorities.

2.7 Food, drink, smoking and animals

Food and drink is permissible in the Library, as long as it does not negatively impact on the experience of other Library users.

No smoking in the Library, carpark or within 10 metres of the entrance to the Library building.

No selling for profit is permitted within the Library. Distribution of leaflets, surveys, petitions or collections for charity within the Library general areas requires permission of the Library Manager.

No bringing of animals into the library, with the exception of assistance animals as defined by the *Disability Discrimination Act 1992.*

2.8 Security and safety

To improve security and safety in the library, Council has installed video monitoring surveillance, both inside and at entry points to the Library in compliance with the *Workplace Surveillance Act 2005* and Surveillance *Devices Act 2007.*

Access to security tapes will be considered in accordance with the *Government Information (Public Access) Act 2009*, *Privacy and Personal Information Protection Act 1998* and any other relevant legislation. Applications to Council must be made in writing.

Council staff will contact the Police in the event of inappropriate conduct of concern or threat to the safety and security of library users, staff or library equipment.

Library users should protect their personal belongings and keep valuable items with you at all times. The Library is not responsible for the loss or theft of library user's personal belongings.

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.

2.9 Children and Young Persons

Children are welcome to use Strathfield's library service, Public libraries provide the public with access to information and recreational materials through a variety of services and resources. Libraries support children and young persons through the provision of collections and programs that foster an appreciation for literature, lifelong learning and promote the development of information literacy skills.

Library staff are not responsible for the safety of unattended children. Refer to the *Children and Young Adults Persons in Library Policy* for more details regarding responsibilities of parents and guardians for children and young persons using Council's library service.

2.10 Accessibility

- Strathfield Library is open to the public and is accessible for all persons
- Accessible parking is available in the library carpark and on Abbotsford Road Homebush.
- Access to the library building via a ramp is available on the Abbotsford Road frontage
- The Library building is set over two floors and access to the 2nd floor is via a lift
- An accessibility toilet is available on the ground floor
- The library has a collection of large print books, captioned DVDs and MP3s available for loan.

2.11 Penalties

Strathfield Library has the right to impose penalties for non-compliance with this policy. Penalties may include:

- withdrawal of permission for membership and borrowing privileges
- expulsion from the library premises
- future access to the library and its services is banned for periods determined by the Library Manager.
- fines may apply in accordance with the *Library Regulation 2018*.

3. Version Control

Date	Type	Minute