

## Library User Code of Conduct Policy

<b>Reference Number:</b>	Section 5 No. 4
<b>Responsible Department:</b>	Library Services
<b>Related Policy/Procedure:</b>	
<b>Date of Adoption:</b>	23 May 2000
<b>Current Review Date:</b>	March 2021
<b>Page Reference:</b>	2021/71
<b>Version Number:</b>	Amendment 3
<b>Applicable Legislation:</b>	Local Government Act, 1999 Libraries Act, 1985 WHS Act, 2012
<b>Next Review Date:</b>	March 2024
<b>Review Frequency:</b>	Triennially

### 1. Purpose

Patrons of the Light Regional Council Library Service have the right to use library materials, services, and facilities (onsite and outreach) without being unduly disturbed or impeded by other library users. Patrons and staff have the right to a safe and congenial environment onsite and while participating in outreach programs (including Library to Your Door: Drop and Wave deliveries)

### 2. Policy

- 2.1 Any behaviour that disrupts or hinders public use of the libraries is prohibited. This includes, but is not limited to, loud or boisterous behaviour, verbal, or physical harassment, drunkenness, running and fighting.
- 2.2 Seating is limited to the number of persons for whom the furniture was designed.
- 2.3 Smoking is not permitted, and public eating is permitted only when specifically approved as part of a library programme.
- 2.4 Bicycles are not permitted in any library public area or entry way. Roller skating, roller blading and skateboarding are not permitted in the libraries. Prams and pushers are to be positioned where they do not obstruct an aisle, entry, or exit.
- 2.5 Selling products or services, or soliciting donations, is not permitted in the libraries, except as part of an authorised library programme (e.g. book launch).
- 2.6 Taking surveys, distributing leaflets, and other similar activities are permitted in the libraries only when authorised by the Library Services Manager.
- 2.7 Animals, except assistance animals to aid persons with disabilities, are not permitted in the libraries, except as part of a Library programme.
- 2.8 Parents, legal guardians or other caregivers, are responsible for the behaviour of their minor children in the libraries.
- 2.9 The violation of federal, state or local laws will not be permitted on library property. Theft, vandalism and mutilation of library property are criminal offences and may be prosecuted. The library is not responsible for personal belongings left unattended.

- 2.10 Consumption of alcohol is not permitted on library property except for an authorised program or event (liquor licence permitting).
- 2.11 Failure to comply with these rules may result in the loss of library use privileges.

**Policy History**

1. Original Policy adopted by Council 23 May 2000, refer Council Minute 15.2.2.1, Page 2000/161
2. Policy reviewed by Council on 22 August 2001, (change of Council name only amendment) refer Council Minute 13.2.1, Page 2001/278
3. Policy reviewed by Council on 22 October 2013, refer Council Minute 10.2.5, Page 2013/301.
4. Amendment No. 3 adopted by Council on 23 March 2021, Minute Reference 12.2.3, Page Reference 2021/71