



CONDITIONS OF ENTRY

Behaviour in the library is guided by the Library Regulation 2018 made under the Library Act 1939 (NSW). Patrons, staff and volunteers have the right to use the Library's services, facilities and collections in safety without being unnecessarily distracted or disturbed by other people. Failure to comply with the behaviour in the Library guidelines ('the Guidelines') at Muswellbrook Shire Libraries may result in suspension, removal of Library privileges or legal action.

Behaviour in the Library Guidelines

1. Patrons must not engage in disruptive or illegal activities.
2. Patrons must obey all signs around the library and all reasonable requests by staff.
3. Patrons must not engage in disruptive behaviour, including:
 - disorderly or offensive conduct,
 - noise or activity that interferes with the rights of others and staff from performing their duties,
 - physical abuse,
 - abusive or threatening language.
4. Patrons must not, without the consent of Muswellbrook Shire Libraries, use the library for a purpose other than reading, consulting, or borrowing.
5. Delegated staff have the right to ask a patron to leave the premises if the patron's condition, conduct, dress or manner is likely to offend or interfere with any other patron's use of the library or the safety and wellbeing of Library staff. A person to whom such a direction is given must comply with the direction. Serious incidents, for example threatening or violent behaviour, or more extensive damage or theft will be referred to the Police.
6. Children under 13 years must not be left unsupervised in the library in accordance with Council's *Library Policy for Children and Young Persons*.
7. Food and beverages brought into the library must be in spill-proof storage containers. Food and beverages are not permitted when using electronic library resources.
8. A patron must not damage, deface or misuse Council property or library material. In addition to any penalty that may be imposed the patron could be liable for the full repair or replacement costs of the damaged property.
9. Patrons shall take responsibility for their own belongings to prevent loss, damage or risk of injury to others. Patrons acknowledge that Muswellbrook Shire Council is not liable for costs associated with damage to or loss of personal property.
10. The following cannot be brought into the library:
 - Alcohol, drugs, knives, weapons, and any substance likely to cause damage to property.
11. Muswellbrook Shire Libraries is a smoke-free environment.
 - Smoking, which includes all forms of smoking and e-cigarettes (vaping), is not permitted on Library premises, including within four (4) metres of the entrance and exits to the buildings.
 - Patrons shall not possess or consume alcohol, tobacco and vaping products, or illegal drugs in the Library. For purposes of this policy, "tobacco" including but not limited to smoking, edibles, and vaping. "Drugs" includes but is not limited to all illicit narcotics and substances.
 - Patrons who are intoxicated or under the influence of drugs are not permitted in the library and will be asked to leave.
12. Only registered assistance animals can be brought into the library. Proof of registration may be required.
13. Acceptable levels of dress and personal hygiene must be met.
 - Footwear must be worn at all times.
 - Patrons shall wear clothing that covers their upper and lower bodies.
 - Clothing and accessories that display offensive imagery/text or that target a group or individual based on race, religion, gender or sexuality must not be worn.
14. Patrons must not obstruct aisles, doorways and fire exits/extinguishers or place electrical cords and personal belongings where they can pose a risk to others.
15. Roller skates, roller blades, skateboards, scooters, bikes and similar equipment are not permitted in the library.
16. Patrons must follow the rules when using designated quiet study areas in the library remembering:
 - the reference area is for quiet study only
 - excessive noise and disruptive behaviour is not permitted
 - mobile phone conversations and group discussions must be conducted quietly so as not to disturb other users of the reference area.
17. Advertising and canvassing is not permitted. Unauthorised soliciting or user surveys are not permitted. No person entering the library shall carry out any form of commercial and/or business activity and/or enterprise within the libraries unless consent has first been obtained from management.
18. Paid tutoring in the library's open areas is prohibited under the Library Act, Library Regulation 2018.
 - Volunteer tutors (where no fee is charged for tutoring) must apply for permission to use the library's spaces from management.
 - Commercial tutors (where a fee is charged) are able to operate within one of the Library's hireable spaces.
19. Patrons are responsible for observing the provisions of the Copyright Act 1968 with respect to materials in copyright, including when copying library materials, sharing material online, downloading software, films, sound records and broadcasts.
20. Muswellbrook Shire Libraries provides free access to the internet through its public computers and Wi-Fi. Security on the internet is not guaranteed. The Library takes no responsibility for any consequences, direct or indirect, arising from patron activity.
21. Suitable ID or presentation of a valid Library card is required prior to using Library PC and technologies. Patrons are not permitted to use library computers, iPads, gaming consoles or its network for any unlawful or inappropriate purpose. Patrons are not permitted to access, download or print pornographic, offensive or objectionable material. Patrons must not in any way breach or infringe copyright. The Library is not liable for the consequences of unauthorised use.

22. CCTV Statement

Muswellbrook Shire Council ("Council") collects your personal information using CCTV surveillance in this area. Council collects this information for the purposes of effectively managing Council locations/assets. Your information may be shared within Council, NSW Police and State Emergency Services. Supply of your personal information is voluntary. However, if you do not wish for Council to collect your personal information, Council may be unable to provide you with the services required. Your personal information will be handled in accordance with the Privacy and Personal Information Protection Act. Council's website has information on your right of access to, and correction of, personal information.

23. Photography and filming

- Muswellbrook Shire Council may take photographs in this library, which may include photographs of you and/or members of your family.
- These photographs may be used by Council at any time for social, promotional or advertising purposes.
- If you do not want your photo being taken, please notify staff at the time of entry.
- Council does not accept liability if no notification is made by you and your photograph is taken and used for promotional purposes.
- Mobile phones and cameras can be used on the premises, but patrons are reminded not to photograph other patrons without their permission and the permission of management. Mobile phones and cameras are not permitted in toilets.

It is an offence:

not to comply with the terms of this notice (s632 of the Local Government Act 1993 (NSW)). Penalties apply to any person whom wilfully obstruct an employee of Council in the exercise of that person's functions under the Local Government Act 1993 (NSW) (s660 of the Local Government Act 1993 (NSW)). Penalties exceeding \$110 apply to any non-compliance.

Muswellbrook Shire Council reserves all rights to alter these terms and conditions at any time.



02 6547 2208



libraries.muswellbrook.nsw.gov.au