

# Ku-ring-gai Library

## Statement of Service

Ku-ring-gai Library Service is committed to providing a safe and peaceful environment for research, study and learning. This code outlines the conduct we expect from clients and visitors, both on site and when interacting with Ku-ring-gai Library online. It is based on Library Regulation 2010 made under the Library Act 1939 (NSW). People may be directed to leave if their condition, conduct, dress or manner interferes with others using the library.

- Treat other Library users and staff with respect, courtesy and consideration.
- Meet acceptable levels of personal hygiene and dress in the interests of your health and safety and in consideration of other users.
- Footwear must be worn. Clothing with offensive slogans or images is not acceptable at any time.
- Do not bring hot food or uncovered drinks into the Library.
- Staff cannot supervise unattended children in the Library. Parents are responsible for the behaviour of their children in the Library at all times.
- No pets allowed. Assistance animals are welcome.
- Do not smoke on Library premises, or within ten metres of library entrances.
- For safety reasons and to prevent theft of Library resources, authorised Library staff have the right to inspect equipment, folders, bags or property as readers and visitors enter or leave the building. The Library is not responsible for any personal items you bring into the Library or other public spaces.
- Leave the Library promptly at closing time and during emergency procedures as requested.
- Ensure that you do not access, download or print pornographic or offensive material.
- Maintain a quiet and non-disruptive environment conducive for study and learning. Switch your mobile phone to silent, and refrain from using it in the Library space. Turn the volume of audio devices to levels which cannot be heard by others.
- Handle collection items with care and refrain from marking, tearing or otherwise causing damage. Take care of Library equipment and furniture and refrain from pulling out cords, marking furniture or otherwise disconnecting or damaging equipment and facilities.
- Return non borrowed material to staff when you have finished with it. Ensure Library material is not hidden or deliberately misplaced.
- Refrain from reserving desks, PCs and other equipment in the Library and study areas by leaving notes, collection material or your personal belongings. In general, take up one study space only. Personal belongings left unattended will be removed by Library staff.
- Ensure that you do not breach the provisions in the Copyright Act 1968 (Cth) when you copy or reproduce Library collection material, and also ensure you adhere to the licenses for the electronic resources which the Library subscribes to.
- Inform Library staff promptly of any concerns you have relating to our services, the functionality of equipment and the behaviour of other Library users.