

# BINDOON LIBRARY CODE OF CONDUCT

The Bindoon Library is committed to providing a welcoming and safe environment for research, study, and recreation. This code outlines the conduct we expect from clients and visitors.

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| CHILD ATTENDANCE       | Children under the age of 12 must be accompanied by an adult or library staff member at all times. Children under the age of 18 will not be admitted to the Library during school times without being accompanied by a parent or guardian. We do not support or condone truancy.   |
| LEAVE                  | Leave the library when requested at closing time and during emergency procedures, or if directed to do so by library staff. We reserve the right to ask members to vacate the premises at any time if we feel that your behavior, language, or actions are inappropriate.  |
| PHOTOCOPYING           | When copying library materials, you are responsible for observing the provisions of the Copyright Act 1968 with respect to materials in copyright.   |
| BORROWING              | Return borrowed items on time and in the same condition as when they were loaned.  |
| BAGS AND BELONGINGS    | The library is not responsible for any loss or damage that may occur to personal belongings. Bags or belongings must not be placed where they may put clients or staff at risk of injury.  |
| FOOD, DRINKS & SMOKING | Food and drink are permitted in the library but please ensure rubbish is placed in bins provided and you clear any mess you may make. Smoking is not permitted on the library premises.  |
| DRESS                  | Acceptable levels of dress and personal cleanliness must be met in the interests of other clients whilst in the library. Footwear must be worn.  |
| PERSONAL DEVICES       | Personal devices should not be left unattended and it is your responsibility to ensure that any personal devices used in the library are appropriately maintained and safe to use. The Shire takes no responsibility for the loss or damage of personal items. Please use headphones when viewing videos or listening to music on your phone, tablet, or laptop. We ask that if you must take a phone call, you do not use the speaker function and respect other library patrons. |
| LIBRARY EQUIPMENT      | Damaging or misuse of library equipment, facilities, or furniture is not acceptable. This includes disconnecting Library equipment or using it for any purpose other than its intended use.  |
| INTERNET USAGE         | You are not permitted to access, download, or print pornographic or offensive material. By using our public computers you agree to abide by our Code of Conduct which can be found in full near the PCs.   |
| PHOTOGRAPHY & FILMING  | Permission from library staff is required before taking photographs or filming in the library. Identifiable images of people cannot be included in your photographs or films without their permission.   |

*\* Please note: Clients who do not comply with the code of conduct as stated may be directed to leave the library and serious breaches may result in exclusion.\**