

A public library is a wonderful community resource. It is a special place where members of a community can learn something new, pursue a hobby, meet friends or just relax with a book, newspaper or magazine.

All citizens have the right to enjoy the library and use its resources in a safe and civil environment.

## Library Regulation

The **Library Regulation 2018** (part 3, clause 14) states:

“A person must not, without the consent of the governing body for the library, use a library for a purpose other than reading, consulting or borrowing the library material of the library or for any other library service or information service.”

## What Library staff can do in response to any breach of the guidelines

The **NSW Library Act and Regulation** empower library staff to

- direct a person to leave the library and not re-enter the library.
- exclude a person from the library for up to one year.

You can view the **NSW Library Act and Library Regulation**, and other guidelines here:

[pls.sl.nsw.gov.au/about/library-act-and-regulation](https://pls.sl.nsw.gov.au/about/library-act-and-regulation)



# Contact Us

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*“With a library you are free, not confined by temporary political climates. It is the most democratic of institutions because no one, but no one at all, can tell you what to read and when and how.”*

— Doris Lessing



[library.bmcc.nsw.gov.au](http://library.bmcc.nsw.gov.au)



**your  
library**

# User Guidelines



[library.bmcc.nsw.gov.au](http://library.bmcc.nsw.gov.au)

## Behaviour

Library users are required to respect other user's rights to a safe and comfortable environment.

### Users should:

- be considerate and polite to others.
- respect cultural differences.
- respect the rights of all Library users and staff.
- be responsible for personal belongings and not leave them unaccompanied at any time.
- comply with copyright laws.
- leave the premises at closing times or when asked to by a member of Library staff.

### Unacceptable behaviours include:

- drug or alcohol intoxication.
- verbal or physical abuse, assault, intimidation or harassment of Library staff and other library users.
- hiding or deliberately misplacing Library resources.
- defacing or damaging Library materials, furniture, fittings or equipment.
- viewing or listening to offensive material online.

**Theft, vandalism, carrying a weapon and all criminal matters will be referred to NSW Police.**

## Mobile phones

When using mobile phones in the Library, please consider others and keep conversations to a minimum. If your conversation is loud, offensive or disturbing others, staff may ask you to end the call or take it outside.

## Food and dress

**In the interests of others using the Library users should:**

- dress in a manner that is appropriate and not likely to cause offence.
- meet acceptable levels of dress and personal cleanliness.
- keep food and drink away from the computers.
- not consume hot food inside the Library.

## Use and care of resources

The Library provides resources for the community to share. Library users are required to take care of all the collections, equipment and resources they use.

### Users should:

- treat Library resources with respect.
- remember that Library resources are shared by all community members and should be used in a fair and equitable manner.
- report damaged resources to Library staff.
- comply with terms and conditions relevant to online resources licenced by the Library, which includes not reproducing, selling or uploading to a website or distributing in any other form.

**Damaged or lost items** are charged to the borrower at full replacement cost plus a processing fee.

### Damage includes:

- cutting/ripping pages.
- marking or highlighting material.
- water damage.
- food or drink damage.

## Computers and internet use

All users of the Library computers and Wi-Fi are expected to:

- use them in a responsible manner, consistent with the educational, informational and recreational purposes for which they are provided.
- be aware of your own security and privacy of personal data.
- not use Library computers and Wi-Fi for illegal or unethical purposes.

**Internet Acceptable Use Guidelines** are available on the Library website.

## Prohibited actions and items

It is prohibited to:

- bring animals into the Library (assistance dogs are permitted).
- bring bikes and scooters into the Library.
- use roller blades or skateboards in the Library.
- distribute political material or petitions in the Library.
- systematically download, distribute, or retain substantial portions of online content in breach of licence terms and conditions or copyright laws.
- use unauthorised scripts, agents or robot software on Library computers.
- undertake soliciting or selling in the Library.
- use the Library as a place of business.
- use the Library as a form of free childcare. Children under the age of 10 years must not be left unattended in the Library. **The Unattended Children in the Library** document is available on request.