

WGRLC Library User Guidelines

The West Gippsland Regional Library User Code of Conduct outlines the behaviour that the Library expects from its members and visitors when in the library. This is to ensure that your libraries remain a safe, friendly and inclusive place for everyone.

Please observe the following guidelines when visiting the library:

- Treat other Library users and staff with respect, courtesy and consideration.
 - Bullying or discrimination of any kind will not be tolerated.
 - Please avoid swearing or using abusive language.
 - Please keep noise at an acceptable volume. Headphones are available for purchase from the service desk.
 - Please do not take photographs or video of other library patrons without their permission.
- Food can be consumed in Library areas. Please be considerate of others and dispose of your food waste and wrapping properly. The Library is not responsible for foods that are brought in from outside, so be wary if you have any food allergies.
- A responsible parent or carer should accompany children during their time in the Library, in accordance with WGRLC Unattended Children Policy.
- Use of cigarettes, drugs, e-cigs or alcohol is not prohibited on Library premises.
- Please keep personal items with you at all times. The Library is not responsible for any personal items you bring into public spaces.
- Please observe the opening and closing times of the Library.
- In the event of an emergency, please follow the instructions of staff or emergency services.
- Please treat Library equipment, furniture and collection with respect.
- Ensure that you do not access, download or print pornographic, offensive or illegal material and generally comply with the *Classification (Publications, Films and Computer Games) Act 1995 (ACT)*.
- Be mindful of the provisions in the *Copyright Act 1968 (Cth)* when you copy or reproduce Library collection material, and also ensure you adhere to the licences for the electronic resources that the Library subscribes to.
- Please make Library staff aware of any concerns you have relating to our services.
- Permission from the Chief Executive Officer is required before taking professional photographs or filming in the Libraries. Identifiable images of people cannot be included in your photographs or films without their permission.

Visitors to the Library who do not comply with the WGRLC Acceptable Use Policies and these guidelines may be asked to leave the Library or may be refused access to the building. For your safety, a number of our Libraries have had surveillance cameras installed in public areas. We



encourage all members and visitors to our libraries to regard accident prevention and working safely as a collective and individual responsibility.

Our service is governed by the Local Laws of the Baw Baw, Bass Coast and South Gippsland Shire Councils and the WGRLC Local Law, policies and procedures.



West Gippsland Regional Library Corporation
www.wgrlc.vic.gov.au