

## Library Conditions of Entry Policy

Policy Type	Governance Policy	Version:	1.0
Responsible Officer	Manager Customer & Community Services	Date Approved:	18/09/2024
Review Officer:	Manager Customer & Community Services	Review Due:	18/08/2028
Author:	Library Coordinator	Commencement:	18/09/2024

### 1. PURPOSE

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The purpose of this policy is to ensure the libraries are safe, welcoming and respectful places for all members, visitors, and staff.

### 2. SCOPE

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Conditions of Entry apply to the four Mareeba Shire Library premises including the immediate vicinity of the buildings.

### 3. POLICY STATEMENT

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Council is committed to providing library environments where:

- the security and safety of people and property is respected
- due regard is shown for the needs, interests and rights of others
- customers respect the right of other users to feel welcome and safe
- the designation of particular areas for specific purposes is respected
- a rich diversity of residents and visitors can interact freely, in comfort in a child-friendly environment
- customers behave in a manner consistent with the overall enjoyment and safety of everyone in the facility
- use of equipment including public computers and recording devices is done in accordance with the law
- the civic values of access, diversity, equity and a culture of inclusion is upheld

The requirements, guidelines and processes for library use are outlined in Council's Library Terms and Conditions of Entry.

### 4. REPORTING

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No additional reporting is required.

### 5. DEFINITIONS

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**Child Friendly Environment** - children are able to participate without worrying about what is shared and adults use appropriate language, tools and games.

## **6. RELATED DOCUMENTS AND REFERENCES**

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*Classification (Publications, Films and Computer Games) Act 1995 (Cth)*

*Copyright Act 1968 (Cth)*

*Disability Discrimination Act 1992 (Cth)*

*Privacy Act 1988 (Cth)*

*Library Terms and Conditions of Entry (MSC)*

## **7. REVIEW**

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It is the responsibility of the Manager Customer & Community Services to monitor the adequacy of this policy and implement and approve appropriate changes. This policy will be formally reviewed every four (4) years or as required by Council.