

Library Use

Terms and Conditions

Library members have:

- access to the public areas within the libraries and to the facilities and collections in these areas
- borrowing rights to physical library materials
- access to electronic resources which are determined by licence agreements, or other contractual or legislative requirements

Visitors and non-members:

- have access to the public areas of the libraries and to the facilities and collections in these areas.
- do not have borrowing rights to physical or access to electronic resources.

CONDITIONS OF ENTRY

These terms and conditions apply to the four Mareeba Shire Library premises including the immediate vicinity of the buildings. This means that anybody entering these premises or its immediate surrounds agree to follow these conditions:

- act in a courteous and respectful manner
- make property available for inspection by staff if requested
- abide by reasonable directions given by staff
- leave if directed to do so by Council staff, and
- only enter the premises when authorised

Access to services will cease 15 minutes before closing time of the library. Library clients are asked to finalise their tasks 15 minutes before closing time.

PROHIBITED ACTIVITIES

Those entering the library or its immediate surrounds must not:

- cause distress or fear to persons
- use audio or visual recording devices without approval, or without the subject person's consent
- access or display illegal content, offensive or objectionable material including pornography, expressions of hatred, or representations of violence
- disrupt others or the library operations
- leave an unattended minor
- consume or administer alcohol or illicit drugs

- smoke tobacco or use vaping devices within the legislated distance from entrances
- leave personal possessions unattended
- undertake fund raising without prior consent, including the sale of raffle tickets
- operate or solicit a business without prior approval from library supervisory staff
- display any notice, pamphlet or promotional material not approved by library staff
- use library systems, assets or property inappropriately

DRESS CODE AND HYGIENE

To ensure a comfortable, safe and family-friendly environment library patrons are expected to

- wear at a minimum a singlet top, shorts, skirt, or dress and footwear
- maintain a standard of personal hygiene which does not disrupt use of the library

ACCESS TO LIBRARY SPACES

Library patrons cannot reserve places such as study desks in public areas of the library. If a place is vacated without being cleared of books, or a computer is unoccupied for 15 minutes, it is regarded as available for use by another client. Personal belongings left unattended may be removed by library staff and kept in a secure place.

Bookings may be made for individual or group study in meeting rooms either in person or on the Council website. Reservations are subject to availability.

FEES AND CHARGES

Council will adopt a schedule of fees and charges each year for library activities and services and other related library resources. All fees and charges must be paid up front and in full.

PUBLIC COMPUTER / INTERNET

All library patrons can use the public computers free of charge for one (1) hour each day. This can be extended subject to availability and time limits.

Users are responsible for assessing the accuracy, legality, quality, validity, currency, security, and relevancy of any data accessed through the Internet and are advised to exercise due care in disclosing personal information over the Internet when using the public access computer.

Users of the library who access the public Internet and related communication and computer facilities release and discharge Council from any liability that may arise from its use, including

- liability in relation to personal equipment malfunction
- exposure to defamatory or offensive material
- any breach of copyright or licensing agreement
- exposure to malicious malware (computer viruses)
- data loss, system failures or down time caused by technical or other issues

Usage activity may be logged and monitored for operational, maintenance, compliance, security and/or investigative purposes. Information is collected and handled in accordance with Council's obligations under *the Information Privacy Act 2009* (Qld).

Access may be terminated or limited for usage which is deemed excessive or proving detrimental to the overall performance of the service.

ASSISTANCE ANIMALS

In accordance with *The Guide, Hearing and Assistance Dogs Act 2009* (Qld), customers must not bring a dog or animal into the library (including foyer), except for certified Guide, Hearing or Assistance dogs. Pets must be securely restrained outside away from walkways, outdoor areas and the immediate vicinity of the building.

The *Disability Discrimination Act 1992* (Cth) recognises that a suitably trained Assistance Animal is a tool facilitating the functioning of a person with a disability.

Certified Assistance Animals: All certified dogs have passed the Public Access Test (PAT) which sets a minimum standard for certification. The owner of an Assistance Animal should, on request, be able to present documentation showing that it is qualified, accredited, and serving the person they are with.

An Assistance Animal has to wear a jacket with branding from the organisation that qualified it and must be securely restrained.

COPYRIGHT

To comply with the *Australian Copyright Act 1968* (Cth) (CACT) the National Library of Australia has negotiated document delivery provisions for Australian libraries however copyright restrictions will still apply. Under Section 50 of the CACT, a person can copy a "reasonable portion" of a work for purposes of research or study or for use by a member of parliament.

Reasonable portion for copyright legislation can be described as:

- Journals – one (1) article per issue, or two (2) or more articles per issue if those articles relate to the same subject matter*
- Other published works - a reasonable portion (defined as the greater of 10% or one (1) chapter from a book of 10 or more pages).*

RESPONSE TO BREACHING THE CONDITIONS OF ENTRY

Mareeba Shire Council reserves the right to:

- Take actions to have a person removed from the libraries who is in breach Council policies, terms and conditions;
- cancel or suspend library memberships; or
- resort to public prosecution if required.

The initial response to breaching the conditions of entry will be to alert the offending person that their behaviour is deemed to be contrary to the conditions. A warning or direction may be given.

Failure to comply with a direction by staff or repeated breaches of the conditions may result in a ban from entry and use of library resources. A written notice of intention to ban will be issued to persons in breach of the conditions along with the opportunity to respond.

So that the nature of the breach is fully understood, specific details of the breach will be included in the notice of intention to ban. The delegated Council officer will consider any response received and decide on the proposed ban.

In the case of dangerous or unlawful behaviour, an immediate ban can be imposed.

A person who enters any Mareeba Shire Council library premises while they are under a ban is deemed to be trespassing and may be removed by Queensland police officers.