

MANAGEMENT RULES FOR THE REGULATION OF LIBRARIES

Leisure & Culture Dundee (hereinafter referred to as 'the Organisation') hereby makes the following Management Rules for the regulation in good and proper order of the Library and Information Services under the management of the said Organisation.

The Organisation acts on behalf of Dundee City Council for the delivery of Library and Information Services. Under Section 112 of the Civic Government (Scotland) Act 1982 (hereinafter referred to as 'the 1982 Act'), Dundee City Council as the owner of the premises has agreed Management Rules which are enforced by the Organisation as its operating authority.

Managing Director of Leisure & Culture Dundee: The Manager (on behalf of the Managing Director of Leisure & Culture Dundee) of the relevant premises (which expression in these Rules shall include any authorised members of staff) shall have general charge and control of the relevant premises. The Manager may require any person considered to have broken any of the Rules to leave the relevant premises and that person shall at once leave and may be refused further admission.

Definitions

In these Management Rules:

"Library user" means any person having the right, under these rules, to the use of public libraries within the City of Dundee and includes Members.

"Library Premises/Library" means The Central Library, Community Libraries and grounds, or library vehicles, and such other premises as may be used from time to time by Leisure & Culture Dundee for the provision of Library Services but excludes school libraries.

"Library material" means printed material and other media or articles.

"Member" means any person to whom a membership card or temporary membership card has been issued for the purposes of borrowing library material and accessing computer facilities.

"Manager" means the Managing Director of Leisure & Culture Dundee or authorised member of staff.

1 Membership

- a) Any person who is resident or employed in a paid or voluntary capacity or undergoing a course of education in the City of Dundee may make application for membership of the Libraries to permit the borrowing of library material. Membership is subject to completion and signature of an agreement to abide by such rules and regulations as may be prescribed by the Organisation. On proof of identity and address, a membership card will be issued for the exclusive use of the person named thereon who shall be responsible for any library material borrowed. A parent or guardian accepts the same responsibility for such items issued to children under their charge as though the items had been issued to them personally.

Unless previously surrendered or cancelled, membership cards shall be valid for a period to be determined by the Organisation. A replacement for a lost card may be obtained on payment of a charge which will be determined by the Organisation.

- b) Any person may use library material or computer facilities for reference or study within Library premises. Such use shall not be subject to membership regulation as in Rule 1 (a) above, but shall be subject to identification, in appropriate circumstances, by signature or such other control as may be defined by the Manager.
- c) Persons, ineligible for membership to permit borrowing as in Rule 1 (a) above, may obtain temporary

membership when visiting Dundee.

- d) Any person failing to abide by such rules and regulations as may be prescribed by the Organisation, shall, at the discretion of the Manager, be subject to exclusion from membership of the Libraries for such reason and time as will be notified in writing.
- e) Members are required to notify the library staff of changes of name or address and supply proof of such changes as soon as possible. No person shall give a false name or address for the purpose of entering the Library or for the purpose of using any library facility.

2 Borrowing

- a) Library material available for loan may be borrowed by Members for a period or periods of time to be determined by the Organisation.
- b) Charges for loan of items may be made in respect of certain library materials.
- c) Failure by Members to observe the regulations regarding period of loan will incur a financial penalty to be determined by the Organisation, and such penalty may include administrative charges as appropriate.
- d) Members are liable to pay the replacement value, as determined by library staff, of any library material which is lost or damaged while issued on a membership card bearing their name, together with any expenses incurred by the Organisation.
- e) Sound and multi-media recordings borrowed from Libraries are loaned on the understanding that they are used for private, domestic or educational purposes only. Recordings should not be copied, even for private domestic use, as this would be an infringement of copyright.
- f) All pre-recorded library materials are loaned on the express condition that the Organisation shall not be responsible for any damage caused to reproducing equipment due to the condition of or any defect in such library materials.
- g) Members shall make available any library material retained beyond the agreed loan period to an authorised collector acting on the Manager's instructions at their home address.
- h) It shall be the responsibility of the Member to see that any library materials to be borrowed are in good physical condition and to report any defects prior to borrowing to a member of the library staff, who will record such defects. Failure to do so may result in the Member incurring liability for damage.
- i) The Organisation shall determine the maximum number of library materials which a Member may have on loan at any one time.
- j) Lending materials may be reserved at a charge determined from time to time by the Organisation.
- k) On receipt of a request from a Member the loan period may be extended for any library material on loan, other than when the material concerned has been requested by another Member.
- l) Children up to the age of 12 borrowing items in accordance with Rule 2 shall only be permitted to borrow items from the children's section of the library unless with the discretion of the Manager who may require the consent of the child's parent or guardian in respect of any particular item.

3 Access to Library Premises and Library Material

- a) The Library shall be open to the public on such days and during such hours as the Organisation may from time to time determine and the Organisation may close the library wholly or partially during such times as they may think fit.
- b) The normal standards of good conduct in public places will apply in Libraries. Undue noise or disturbance will not be permitted. The Organisation reserves the right to refuse admission or to expel any persons or persons from the Library premises for any reason.
- c) Any person who in the reasonable opinion of library staff is under the influence of alcohol or drugs, or who is unclean or whose behaviour is likely to cause offence will be expelled or excluded in terms of Rule 3 (b).
- d) Except with the consent of the Manager, no person shall cause or allow any dog (other than a working dog accompanying a disabled person) or other animal belonging to him or under his control to enter or remain in the Library. No person will be permitted to bring in any wheeled vehicle or conveyance other than wheelchairs, mobility scooters, pushchairs or prams.
- e) No person shall enter or remain in any part of the Library after the time fixed for its closing.

- f) No person shall remain in the Library after an emergency situation has been made known to them.
- g) Any member of the public may refer to the materials held in the Library, whether lending or reference stock, but no materials may be removed from the Library unless duly authorised.
- h) Any member of the public may consult information delivered via digital sources. Where a fee is payable for any service or facility, the Library user must abide by the terms of use prevailing at the time.
- i) Library users using internet and computer facilities must abide by the terms of use in force at the time. They should not access, download, transmit or print any obscene, offensive or illegal material. Library staff reserve the right to terminate any internet connection, which, in their reasonable opinion, does not meet this requirement.

Any contravention of these terms of use may result in access to internet and computer facilities being withdrawn. Where it is suspected that a criminal act or acts have taken place the Organisation shall immediately refer an internet user to the police and shall provide details to the police of all information accessed.

Library users using internet and computer facilities should end their session promptly when requested to do so by library staff.

Children under the age of 12 wishing to use the computer facilities and internet in the library shall only be permitted to do so with the authorisation of their parent or guardian.

- j) Copying of certain items of stock may be arranged within the terms of current Copyright Legislation and payment for this work will be charged at the prevailing rate set by the Organisation. Members of the public should not violate copyright laws by unauthorised reproduction or distribution of copyright or licensed materials in any format.
- k) The Manager shall have discretion as to the conditions under which members of the public may consult rare, valuable or fragile library materials which are deemed unsuitable for general use.
- l) A library user shall not retain any current newspaper or periodical displayed in any library for public use for more than 15 minutes after that newspaper or periodical is requested by another library user.

4 Use of Library Premises

- a) Library users must comply with all directions given to them by library staff in the course of their duties.
- b) At the discretion of the Manager, appropriate areas of Library premises may be used for community, cultural, educational or social purposes. Such uses shall be controlled by means of a written agreement between the user and the Organisation.
- c) Except as may be specifically authorised in connection with use as defined in Rule 4 (b) above, or in areas provided by the Organisation for that purpose, food or drink must not be taken into and consumed upon Library premises.
- d) Smoking is not permitted in any Library premises.
- e) The consumption of alcohol is not permitted on Library premises except as may be specifically authorised in connection with use as defined in Rule 4 (b).
- f) Photography, video or sound recording in libraries may be undertaken only with the prior permission of the Manager.
- g) The use of equipment such as personal stereos or mobile telephones should not cause inconvenience or disturbance to others in the reasonable opinion of library staff.
- h) Bills, notices or leaflets may be displayed or distributed in any part of the Library only with the consent of the Manager.
- i) Disorderly, violent or insulting behaviour including the use of indecent or offensive language towards other library users or staff by any person will result in that person being removed and excluded from the Library. If the person is aged under 16, their parent or carer will be informed.
- j) The Manager may from time to time regulate the use of accommodation, resources and equipment in great demand in order to ensure equal opportunity of use.
- k) In the event of the structure, furniture, fittings or other contents of the Library being damaged or destroyed, the person responsible shall be liable for the cost of making good the damage or for replacing the articles destroyed.

- l) The Organisation shall have no liability in respect of the loss or theft of any personal item belonging to a library user.
- m) No trading or sale of goods shall take place in any part of any Library except with the consent of the Manager.
- n) At the discretion of the Manager, adults may use a children's library or area to seek information, select and borrow library materials and to supervise their own children.
- o) Parents and carers are responsible for the supervision and behaviour of their children at all times within Library premises. Children if seven years of age or under, must be accompanied by a parent or carer when visiting the Library. Children between the ages of 8 and 12 must not be left unaccompanied by parent or carer for any period exceeding one hour unless part of an organised activity.
- p) Parents and carers must undertake to ensure that their children behave in an appropriate manner if attending an organised activity. The library staff reserve the right to remove a child from an organised activity if they are misbehaving.

5 Contravention of Management Rules

- a) The Manager may:
 - (i) if he has reasonable grounds for believing that a person has contravened, is contravening or is about to contravene any of the foregoing Management Rules, expel that person from the Library premises
 - (ii) if he has reasonable grounds for believing that a person is about to contravene any of the foregoing Management Rules, exclude that person from the Library premises.

A person who persistently contravenes or attempts to contravene the foregoing Management Rules and is, in the opinion of the Organisation, likely to contravene them again shall be liable to be made the subject of an Exclusion Order for a period to be determined by the Manager, in terms of section 117 of the 1982 Act.

- b) Any person who
 - (i) on being required to leave the library premises by the Manager who has reasonable grounds for believing that the person has contravened, is contravening or is about to contravene any of the foregoing Management Rules, fails to leave;
 - (ii) on being informed by the Manager, who has reasonable grounds for believing that the person is about to contravene any Management Rules, that he is excluded from the Library premises, enters or attempts to enter the Library premises;
 - (iii) being a person subject to an Exclusion Order under section 117 of the 1982 Act enters or attempts to enter the library premises to which the Exclusion Order relates.

shall be reported to the police.

Users of Library and Information Services facilities are reminded that the provisions of the general law apply at all times.

Stewart Murdoch
Managing Director
Leisure & Culture Dundee

Approved: 6 January 2012