

# Policy for the Use of Library Space

## 1. Purpose

The purpose of this policy is to ensure that the library space is used in a safe, inclusive, and respectful manner that supports learning, reading and community engagement.

## 2. Scope

This policy applies to all library users, including visitors, members, volunteers, and groups using the library facilities.

## 3. General Use of Library Space

- The library is a shared public space and must be used considerately.
- Users must behave in a manner that does not disturb others.
- Activities should align with the library's aims as a place for study, reading, information access, recreation and community wellbeing.

## 4. Acceptable Behaviour

Users are expected to:

- Keep noise to a reasonable level.
- Follow instructions from library staff.
- Respect library property, furniture, equipment, and resources.
- Treat other users and staff with courtesy and respect.

## 5. Unacceptable Behaviour

The following are not permitted:

- Disruptive, threatening, or abusive behaviour.
- Excessive noise, including loud conversations or media without headphones.
- Damage to or misuse of library property.
- Eating hot meals or consuming alcohol (unless explicitly permitted).
- Smoking or vaping anywhere within the library premises.
- Sleeping, loitering, or blocking aisles and exits.

## 6. Events and Group Use

- Organised events and group activities require prior approval.
- Groups must comply with capacity limits and health and safety requirements.
- During normal library opening hours the maximum number for a single group is 10.
- The library reserves the right to cancel or relocate activities if they disrupt normal services.
- Bookings outside of normal library hours are regulated by the library's Room Hire policy and individual hirer agreement.

## 7. Personal Belongings

- Users are responsible for their own belongings.
- Items must not obstruct walkways or emergency exits.
- Whenever possible and particularly at busy times customers are encouraged to leave pushchairs and buggies outside of the building. If they are brought inside customers are requested to fold them down to avoid causing an obstruction to walkways and emergency exits.
- The library is not responsible for loss or damage to personal property.

## 8. Health and Safety

- Users must comply with all health and safety signage and instructions.
- Emergency exits must be kept clear at all times.
- Any accidents or hazards should be reported to library staff immediately.

## 9. Enforcement

- Library staff may ask users to modify behaviour or leave the premises if this policy is breached.
- Repeated or serious breaches may result in temporary or permanent exclusion from the library.

## 10. Policy Review

This policy will be reviewed periodically to ensure it remains appropriate and effective.