

**Perth and Kinross Council
Libraries and Lifelong Learning
Management Rules 2005 - 2016**

Perth and Kinross Council (“the Council”), by virtue of the powers conferred upon them by Section 112 of the Civic Government (Scotland) Act 1982 (“the Act”) hereby make the following Management Rules to regulate the use, and conduct, of persons while in any library building, on their grounds or in any mobile library or location in which services are being delivered on an outreach basis (“Libraries”).

Each borrowing member of the library service is issued on joining with a Welcome Pack which sets out usage guidelines which members agree to observe when signing for their borrower’s card. These set out the service’s expectations of members and in particular the need for members to respect staff, other users and property at all times. These management rules set out more specific requirements of members and all other users of Libraries.

These rules also set out potential actions which the Council may take where a user contravenes these rules.

Definitions

“The Service Manager, Libraries and Lifelong Learning ”

“The Service Manager, Libraries and Lifelong Learning ” is the officer for the time being responsible for the Library Service or a person for the time being charged with the responsibility of a library facility.

“The Committee”

“The Committee” is the Committee of Perth and Kinross Council having responsibility for the Library Service or any sub-Committee vested with delegated authority.

The Rules

1 *Conduct*

Whilst using the Libraries it is prohibited to:

- Make excessive noise
- Use mobile telephones except in designated areas
- Smoke
- Consume food and drink except for any areas set aside for the consumption of food and drink
- Bring any animals into buildings with the exception of guide dogs accompanying those with impaired sight
- Use foul and abusive language
- Act in an aggressive, disrespectful or inappropriate way to any member of staff or other user

- Interfere with the arrangements for conducting the work of the Libraries or of the Council
- Obstruct or annoy anyone in the proper use of the facilities
- Use the facilities for any illegal purpose or any other purpose for which they are not intended
- Rollerblade, skateboard, roller-skate or use scooters in library buildings or grounds
- Use bicycles for any other purpose than legitimate access
- Enter whilst under the influence of drugs or alcohol
- Bring onto the premises any alcohol or drugs
- Use video, radio, photography or sound recording without permission of library management
- Leave brochures, leaflets, posters or other promotional material without the permission of library management (and for which there may be a charge)
- Damage property
- Enter an area designated for staff or private use
- Remove stock items from the premises without an issue being recorded
- Drop litter
- Enter premises other than through main public access doors

2 *People's Network*

The conditions of the Acceptable Use Policy for users of the People's Network computers are hereby incorporated as part of these Management Rules. Any users of the People's Network computers who are in breach of the conditions of the Acceptable Use Policy will also be in breach of these Management Rules.

3 *Children*

Whilst in the Libraries, children under the age of 8 must be accompanied by a parent, carer or other suitable person at all times. Children aged between 8 and 12 must not be left unaccompanied for any period exceeding one hour unless part of an organised activity. Parents, carers or other suitable persons are responsible for the supervision, welfare and conduct of children whilst in Libraries.

4 *Admission as a Borrowing Member*

Borrowing membership is open to:

- All residents of Perth and Kinross
- Students studying in Perth and Kinross
- People employed in Perth and Kinross
- Residents of Neighbouring Council Areas where reciprocal arrangements are in place
- Non-Perth and Kinross residents on surrender of their local library borrowing card or on payment of the appropriate deposit fee

A card will be issued on completion of the membership application form and the provision of the current required proof of identity and address. Library management may from time to time and in support of social inclusion initiatives waive the requirement to prove address to certain categories of borrower. Students studying in, and those employed within, Perth and Kinross will be required to give proof of their parental/main or actual address. Proof of age may be required.

The granting of borrowing rights may be delayed until details given on the application form have been confirmed. By signing the application form users will be agreeing to be bound by these Management Rules and any other regulations as may be made by the Council relating to use of the Libraries.

5 *Membership Cards*

Borrowers' membership cards are not transferable. Borrowers shall be personally responsible for items borrowed on their cards, whether on their authority or not. Borrowers must immediately notify loss of the card, or change of address. A charge may be made for a replacement card.

6 *Loans*

- Items cannot be taken from Libraries unless issued against a borrower's card
- The number of items that can be issued against a card at any one time will be determined by the Service Manager, Libraries and Lifelong Learning
- The Service Manager, Libraries and Lifelong Learning will determine the loan periods applicable to each item and The Committee any charges that may apply to a loan
- The Service Manager, Libraries and Lifelong Learning, may reduce a loan period for an item that is in demand, or for any other reason. Loan extensions may be made in person, in writing, on the telephone or on line subject to a maximum of two such loan extensions
- Lending material may be reserved at a charge determined by the Committee
- Fines, the level of which will be determined by the Committee, will apply to overdue items

7 *Non-Members*

A person does not have to be a borrowing member to use certain library facilities and services. These include Reference, Local Studies and Archive services or the commercial facilities at the A K Bell Library. The provisions of these Management Rules, however, apply to everyone.

8 *Age*

There is no lower age limit for library membership. A person ceases to have junior membership at the age of 16. Those below that age require to have parents, or a suitable adult, act as a guarantor by accepting responsibility for items loaned, in writing.

9 *Liability*

The Council will have no liability in respect of the loss or theft of an item belonging to a library user

The Council will have no liability for damage caused to any audio or video reproduction equipment due to defects or condition of loan items played on them

10 *Service User's Liability*

- a) Users of Libraries shall be responsible for any damage to, or loss of, material which has been borrowed or used in their name, whether such damage or loss is attributable to them or otherwise. Items will be charged at full replacement value, or at a charge deemed appropriate by the Service Manager.
- b) It is the user or borrower's responsibility to ensure that any item issued for loan or use is in good condition at the time of issue and report any defects to staff. Failure to do this could result in the user incurring liability for damage to the item.
- c) Nothing in these Management Rules nor in the provision of library services shall authorise the contravention of any enactment and in particular it is prohibited to do anything which contravenes the Copyright, Designs and Patents Act 1988 as amended.

11 *Suspension of Admission*

The Service Manager, Libraries and Lifelong Learning may at his or her absolute discretion suspend any person who fails to comply with these Rules, from using the Libraries for a specified period of time, subject always to the person so suspended being entitled to request that his/her suspension be reviewed by the Executive Director of Education and Children's Services. The Service Manager, Libraries and Lifelong Learning, shall endeavour to inform the person concerned in writing of such entitlement.

12 *Contravention of Management Rules*

- a) The Service Manager, Libraries and Lifelong Learning may:
 - (i) if he or she has reasonable grounds for believing that a person has contravened, is contravening or is about to contravene any of these Management Rules, expel that person.
 - (ii) if he or she has reasonable grounds for believing that a person has contravened, is contravening or is about to contravene any of these Management Rules, exclude that person.

- b) The Committee may make subject to an Exclusion Order in terms of Section 117 of the Act any person who has persistently contravened, or attempted to contravene, these management Rules.

In either of these cases a library member may have their borrowing rights suspended for a period of time.

Any person who fails to comply with an expulsion, an exclusion or an Exclusion Order as set out above shall be guilty of an offence and liable on summary conviction to a fine not exceeding Level 1 on the Standard Scale.

Interpretation

The Interpretation Act 1978 shall apply to the interpretation of these Management Rules as it applies to the interpretation of an Act of Parliament.

Commencement

These Management Rules shall be cited as the Perth and Kinross Council (Libraries) Management Rules 2006 and will come into force on the date of their execution. They shall remain in force for a period of ten years unless earlier revoked or amended.

(Section 12 amended October 2007)