

Eurobodalla Library Service rules

Purpose

This document explains the legislation and local rules that apply to Eurobodalla Library Service. It is intended to assist library users, staff and Council officers in understanding their rights, responsibilities and the circumstances in which library staff may direct a person to leave the library. They are made under the [Library Act 1939 \(NSW\)](#) and supported by the [Library Regulation 2026](#).

1. General requirement

Library users must comply with all reasonable directions given by library staff. Failure to comply with reasonable directions may result in a direction to leave the library.

2. Respectful behaviour

All library users must treat library staff and other visitors with respect.

Behaviour that is threatening, intimidating, abusive, discriminatory, harassing, hostile, or otherwise disrupts the safe and welcoming use of the library will not be tolerated.

A person must not engage in conduct that may adversely affect the health, safety, wellbeing, or enjoyment of other library users or staff.

3. Items brought into the library space

A person entering the library with any umbrella, bag, case or package, bike, scooter, or any photographic or other equipment must comply with any directions given by library staff regarding the storage, use or placement of those items.

4. Reproduction of library material

(1) The governing body of a library may give notice to users of the library that certain library material of the library is unsuitable for reproduction.

(2) A person must not photograph, photocopy, trace or otherwise reproduce (whether by electronic or digital reproduction) any such library material.

5. Damaging library material or equipment

(1) A person must not damage, deface or improperly interfere with any library material or any equipment provided for the purpose of accessing library material.

(2) For the avoidance of doubt, turning down the page of a book or otherwise causing any printed matter or the like to become creased is damaging library material.

6. Deliberate misplacing or hiding library material

A person must not willfully misplace or hide any library material, or any record of the library material, of any library.

6. Noise

A person must not, by speech or otherwise, make any more noise in a library than is reasonably necessary for the use of the library.

Library users must use headphones when listening to audio or participating in online meetings.

7. Proper use of a library

A person must not, without the consent of the governing body for the library, use a library for a purpose other than reading, consulting or borrowing the library material of the library or for any other library service or information service.

Library facilities must not be used for commercial activities, solicitation, sales, client meetings, or other business activities that interfere with the use and enjoyment of the library by others, unless approved by the library.

Individual study, remote work, and reasonable personal use of library spaces are permitted.

8. Animals prohibited

(1) A person must not take an animal into a library or leave an animal in the library unless the person has the consent of the governing body for the library.

(2) This clause does not prohibit a person with a disability from taking an assistance animal into a library.

9. Children in the library

Children under 12 years of age must be supervised by a parent, guardian or responsible carer while in the library.

Library staff do not assume responsibility for the supervision or care of children.

Parents/guardians of children under 12 years of age (referred to in this section as 'children') left unattended in the library may be committing an offence under [s.228 of the Children and Young Persons \(Care and Protection\) Act 1998](#). Unsupervised children in a library can disturb other users and are also at risk of harming themselves or others.

Parents, guardians and carers are responsible for:

- the safety and behaviour of children in their care;
- children's use of library resources, including internet and online services; and
- items borrowed using a child's library membership.

Parents, guardians and/or carers are responsible for supervising their children's use of library computers, including use of internet and online resources. Library staff may request proof of age from users seeking access to library computers or internet services during school hours.

Library staff may approach an unattended child to determine their circumstances and assist where appropriate. If a child is left unattended and staff have concerns about their welfare or safety, the library may contact a parent, guardian, emergency contact, NSW Police, or the Department of Communities and Justice, as appropriate.

Library users, including children, who disturb and cause offence to other library users may be removed from the library under [clause 8 of the Library Regulation 2026](#). Other actions may include reporting the child's conduct to a parent, guardian, emergency contact, NSW Police, or the Department of Communities and Justice, as appropriate.

Library staff will attempt to contact the parents or guardian of unattended children. If the parent or guardian cannot be reached within a reasonable amount of time, or if they decline to supervise their child, library staff will contact NSW Police or the Department of Communities and Justice to ensure the child's safety.

10. Direction to leave

[Clause 8 of the Library Regulation 2026](#) enables library staff to direct a person to leave and not re-enter the library for a period of time as follows:

(1) A library staff member may direct a person to leave the library and not re-enter the library for a period specified by the staff member if the staff member reasonably believes:

(a) the person has contravened the rules for the library, or

(b) the person's conduct is likely to:

(i) offend a person in the library, or

(ii) interfere with another person's use of the library.

(2) The period specified by the staff member must not exceed the maximum period determined by the governing body of the library.

(3) A person given a direction under this section must comply with the direction. Maximum penalty — 2 penalty units.

(4) In this section, library staff member means:

(a) for the State Library, a member of staff of the Council, or

(b) for a local Library, a member of staff of the library.

Note: that the reasons for asking a person to leave or excluding a person are either rule breaches or conduct that offends or interferes with another person's use of the library.

Further documentation

- [Library Act 1939 \(NSW\)](#)
- [Library Regulation 2026 \(NSW\), including Clause 8 \(Directions to Leave\)](#)
- [Local Government Act 1993 \(NSW\)](#)
- [Work Health and Safety Act 2011 \(NSW\)](#)
- [Anti-Discrimination Act 1977 \(NSW\)](#)
- [Privacy and Personal Information Protection Act 1998 \(NSW\)](#)
- [Government Information \(Public Access\) Act 2009 \(NSW\)](#)
- [Children and Young Persons \(Care and Protection\) Act 1998 \(NSW\)](#)
- [Disability Discrimination Act 1992, including provisions relating to assistance animals](#)
- [Copyright Act 1968](#)
- [State Library of NSW Guidelines](#)
- [Internet Policy Guidelines for NSW Public Libraries](#)
- [Children's Policy Guidelines for NSW Public Libraries](#)
- [Access to Information in NSW Public Libraries Guideline](#)
- [Privacy Guidelines for NSW Public Libraries](#)
- [Eurobodalla Shire Council Policies and Codes](#)
- [Eurobodalla Shire Council Code of Conduct](#)
- [Eurobodalla Shire Council Complaints Policy](#)
- [Eurobodalla Shire Council Child and Young People Safety Policy](#)
- [Workplace Health and Safety Policies](#)
- [Eurobodalla Shire Council Customer Service Policy](#)

Note:

These Library Rules should be read in conjunction with applicable legislation, [State Library of NSW guidelines](#), and [Eurobodalla Shire Council policies and procedures](#).

Where there is any inconsistency, legislation prevails.