

Learning Community Facilities Policy

Purpose

Learning Community facilities are for the use and enjoyment of the whole community.

This Policy is to ensure that:

- Learning Community facilities operate efficiently and effectively.
- the behaviour of users of Learning Community facilities is reasonable and does not infringe upon the rights and personal comfort of other users and staff.

Definitions

Council means Hume City Council.

Learning Community Facilities means facilities belonging to or under the control or management of Council and includes the buildings, rooms, offices, passages, staircases, foyers, meeting rooms, adjacent entrances and toilets and includes the, Craigieburn Library, the Hume Mobile Library, Gladstone Park Community Library, Sunbury Library including George Evans Museum, Tullamarine Library, the Hume Global Learning Centre including The Age Library and the Roxburgh Park Homestead Learning and Arts Centre.

User means any person, whether or not a member, who visits a Library, the Hume Global Learning Centre, the George Evans Museum or the Roxburgh Park Homestead Learning and Arts Centre for the purpose of using any resources and/or facilities.

Member means any user who has fulfilled the requirements for membership of Hume Libraries and has a current membership.

Authorised Staff Member means any person officially employed by Council.

Admission to Learning Community Facilities

- Users may only enter Learning Community facilities at the times of opening fixed by Council except with the permission of an authorised staff member.
- Users who are intoxicated or under the influence of a prohibited drug must not enter Learning Community facilities.
- Users must not bring any animals, birds or reptiles into Learning Community facilities with the exception of guide and hearing dogs.
- Children under eight years of age must be accompanied by a responsible person.
- Users must not enter restricted areas of Learning Community facilities without the permission of an authorised staff member.

Membership of the Libraries

- In order to borrow materials, users must have current membership of the Library.
- Library membership is free and open to anyone. To become a member you need to show appropriate identification with your current address.

- Membership applicants under eighteen years of age must have their Library Membership Card signed by a parent or guarantor who will take responsibility for materials, equipment and information accessed electronically and any associated charges.
- Institutional membership is available to organisations on the condition that an individual person accepts responsibility for the membership.
- All applicants for membership must comply with policies of Learning Community facilities. Failure to do so will result in suspension of membership privileges.
- Hume Libraries must be notified immediately if a membership card is lost or stolen, and should be informed as soon as possible if you change your name or address.
- A \$2.00 replacement fee is charged for a lost, stolen or damaged membership card.
- Use of membership cards is not transferable and the holder of the membership card is responsible for all items borrowed on that card and their timely return.
- Council will not accept any responsibility for damage to a member's equipment caused by faulty audiovisual items.

Conduct within Learning Community Facilities

Users must -

- conduct themselves in a responsible and reasonable manner;
- provide proof of identification, such as a current library membership card, when requested by an authorised staff member;
- pay charges as required for the use of any equipment or any fines incurred.

Users must not -

- damage any library materials,
- damage any furniture, equipment or facilities;
- make any noise, or cause any noise to be made, which will interfere with the personal comfort of other users;
- run or throw items or endanger other users or staff in any manner;
- sell any items or make a collection of money;
- engage in inappropriate behaviour;
- distribute any handbills, advertisements, petitions or other notices;
- remain in Learning Community facilities after having been lawfully directed to leave by an authorised staff member.

Users who wish to display any material within Learning Community facilities, including advertisements and notices, must apply to do so in accordance with the *Community Noticeboards Policy*. No canvassing may be undertaken, and no leaflets and newsletters of a commercial and/or controversial nature may be distributed in Learning Community facilities.

Gambling is not permitted in Learning Community facilities.

Users wishing to use any meeting rooms attached to Learning Community facilities must apply to do so.

Enforcement of the Policy

Any user must immediately stop unacceptable behaviour and must immediately leave Learning Community facilities if requested by an authorised staff member. Failure to comply with the conditions of the *Learning Community Facilities Policy* will result in suspension of privileges and, if appropriate, be referred to the Police for further action.

Users who are currently under suspension from a Learning Community facility are not permitted into any other of these facilities.