

## Terms and Conditions of Library Use

These guidelines are to ensure the safety and security of everyone using the Northern Beaches Library Service and acknowledges the responsibilities of both the library service and its customers. The terms and conditions apply to all who utilise or access library services, programs or spaces.

### Terms and Conditions of Library Use

- Library members are required to:
  - Accept responsibility for all borrowed items.
  - Notify library staff if their contact details change.
  - Pay all fees incurred as set out in Council's Fees and Charges schedule.
- Parents and guardians are responsible for children in their care whilst accessing library services, programs or spaces. This includes:
  - The behaviour and wellbeing of children.
  - Internet use by children.
  - Selection and borrowing of library resources by children.
- Any person attending Northern Beaches Library Service must behave in a respectful, responsible and considerate manner and not participate in behaviour or conduct likely to disturb or disrupt others. Persons behaving in an inappropriate or disruptive manner may be asked to leave the premises.
- Any person copying library materials is responsible for observing the provisions of the Copyright Act 1968<sup>1</sup> with respect to materials in copyright.
- If any of the above terms and conditions are breached, the library reserves the right to restrict or ban access to library services, programs or spaces or terminate library membership.
- The terms and conditions of library use can change at any time without notice.

### Privacy

Northern Beaches Council is collecting members personal information in accordance with Privacy and Personal Information Protection Act 1998 (NSW)<sup>2</sup> to process membership applications, perform responsibilities under the Act and provide library services<sup>3</sup>. Personal information will not be disclosed outside of Council without members consent, or unless authorised or required by law. Members have the right to request access to their personal information and request amendments to ensure their personal information is accurate, relevant, up to date and not misleading.

### Our Child Safety Commitment

Northern Beaches Council is committed to safeguarding children and young people, and adopts preventative and responsive systems and practices to protect children and young people from harm and abuse. Northern Beaches Council acknowledges that protecting the safety of children and young people is a whole of community responsibility and is everyone's business.

### References and related documents

- [Library Council Guidelines Privacy Policy 2018](#)
- [Northern Beaches Library Service - FAQ's](#)
- [Northern Beaches Library Service - Fees and Charges Oct 2022](#)

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<sup>1</sup> <https://www.legislation.gov.au/Series/C1968A00063>

<sup>2</sup> <https://legislation.nsw.gov.au/view/whole/html/inforce/current/act-1998-133#>:

<sup>3</sup> [https://www.sl.nsw.gov.au/sites/default/files/privacy\\_policy\\_final\\_2018.pdf](https://www.sl.nsw.gov.au/sites/default/files/privacy_policy_final_2018.pdf)