

# West Dunbartonshire Library Service

## Terms and Conditions



West Dunbartonshire Library Service aims to provide a friendly, welcoming and professional environment where all visitors and staff are respected.

### Library Rules:

- Be considerate to other library users and to library staff.
- Anti-social behaviour, including abusive or threatening behaviour, which makes library users and staff feel uncomfortable or threatened, is unacceptable. Any persons behaving in this manner will be instructed to leave or may be barred from the library premises.
- Books and other library materials should be handled with care and any damage may incur a charge.
- Access to PCs and borrowing entitlements will be suspended when customers have one or more overdue items or when £5.00 or more is owed in their accounts.
- Report any health and safety issue to a member of library staff.
- Mobile phones should be switched off or set to silent mode in the library. Please use the foyer or go outside if you need to make or receive a call.
- No hot food is permitted. For the protection of valuable items, no food or drink is permitted in local studies / archives sections.
- Smoking, alcohol and drugs (unless for medical purposes) - are not permitted in the library premises. Personal belongings must be kept with you at all times. Unattended belongings are left at the owner's risk.
- Animals other than assistance dogs are not permitted in the library.
- Library users must leave the premises immediately on hearing the fire alarm or when requested to do so by library staff.
- Parents / carers are responsible for the behaviour and safety of their children when in the library.
- Under Child Protection legislation children under the age of 8 must be accompanied by a parent / carer at all times. For further information, please refer to West Dunbartonshire Libraries' 'A Safe Place for Children'.
- All PC users must adhere to the separate guidelines as outlined in the 'Public Access ICT Resources -Terms of Use Policy.'
- Staff reserve the right to withdraw access to library facilities in whole or in part, from any person who fails to abide by the Terms and Conditions after any section or sections of them have been drawn to his/her attention.
- All library users must abide by these terms & conditions which may be updated. The latest version of this document will always be on display in all libraries and online. Our current

**Terms & Conditions and all other library polices are available online at:**  
[www.west-dunbarton.gov.uk/media/3922764/library-terms-and-conditions.pdf](http://www.west-dunbarton.gov.uk/media/3922764/library-terms-and-conditions.pdf)