

Guidelines for conduct on library premises

Any conduct that disrupts or interferes with another person's use of the library, with the normal operation of the library, or impinges on the work practices of library staff is prohibited.

Such conduct includes, but is not limited to:

Conversations and behaviours that distract others

Use of any personal electronic equipment, including mobile phones, at a volume that disturbs others

Recording, photographing or filming of others without their permission

Eating in the library

Moving or abusing library furniture, equipment or materials.

More than one person occupying a chair

Impeding access to library's facilities by blocking walkways or shelving

Leaving bags or other items lying on the ground as trip hazards

Leaving bags unattended for longer than ten minutes

Holding seats for others

Refusing to follow instructions issued by library staff

More than one person at a time on an Internet PC

Using someone else's ID to access the Internet

Students may be required to sign in at study time

Anyone who engages in unacceptable behaviour will be given one warning. If they continue to behave in an unacceptable manner, they will be asked to leave the library and will not be allowed to use the library again for at least **one month**. After this suspension, they will be required to sign a letter agreeing to good behaviour. A copy of this letter will be sent home to parent/guardians in the case of minors.

On re-admittance to the library after the initial month of exclusion, library users are advised that their behaviour will be monitored by staff and if there are further

incidents of misbehaviour an indefinite exclusion will occur. The County Librarian will also telephone parents in the case of minors to inform them that this second inclusion has occurred.

Library staff members may ask a library user to leave the premises without prior warning, depending upon the seriousness of the violation.

The Gardaí will be called if anyone refuses to leave the library when requested to do so. Any abusive or threatening behaviour toward library staff will result in the immediate withdrawal of all library privileges.