

Libraries NI Byelaws Summary Checklist

- Library users must give correct personal details e.g. age, name and address ([Byelaw 2](#))
- Without permission, library users cannot:
 - bring animals into the library with the exception of guide dogs / other assistance dogs
 - enter staff areas
 - remain in the library after closing time ([Byelaw 3](#))
- Without permission the public cannot park on library premises. Spaces identified for the use of people with disabilities must not be used by anyone else ([Byelaw 4](#))
- Library users must be clean in person and in dress ([Byelaw 5](#))
- Library users must not damage or destroy any library material, including online material, equipment, furniture or fittings ([Byelaw 6](#))
- Use of online resources must comply with the Conditions of Use Policy ([Byelaw 7](#))
- When library staff ask, library users must give back any material or stop using any machine ([Byelaw 8](#))
- Without permission library users cannot:
 - take any library property from the library
 - display or distribute any notices on the premises
 - offer anything for sale, seek signatures or ask for money for any purpose
 - eat or drink unless in designated areas
 - allow a mobile phone, laptop or any other machine to make a noise or be plugged into an electrical socket in the library except in designated areas
 - use photographic equipment in the library ([Byelaw 9](#))
- Library users must return all library material within 14 days of being asked ([Byelaw 10a](#))
- Notices about overdue items may be issued by email or post or be hand delivered ([Byelaw 10b](#))
- Library users will not be able to borrow library material or use any facilities or services if they keep library material after the loan period and the 14 days' notice and fail to pay the relevant charge ([Byelaw 11](#))
- While on library premises people shall not:
 - behave in a disorderly or offensive manner
 - use violent, abusive or obscene language
 - prevent the proper use of the library
 - do anything likely to cause injury to people
 - damage property
 - talk loudly in any part of the library set aside for reference, study or reading
 - gamble (including online gambling)
 - smoke or light a match or lighter
 - inhale or take any toxic substance or controlled drug
 - wilfully obstruct library staff or library users in the proper use of the library or harass or abuse library staff or other library users
 - use the computer, mobile phone or other means to access any offensive material ([Byelaw 12](#))
- Library users must leave the library immediately after an emergency situation or authorised drill has been made known to them ([Byelaw 13](#))
- Without permission, children under 12 must not be left unsupervised in the library ([Byelaw 14](#))



Out of Hours



Terms and Conditions

Welcome to the Out of Hours Service. These terms and conditions have been developed to ensure the safety of all users and to supplement the existing Byelaws. These Terms and Conditions may be subject to change. We will notify you of any changes via your current email address.

Terms and conditions:

- you must be 18 years or over and a library member to use the Out of Hours service
- you must show photo ID and proof of address and inform us immediately if there is a change to these details
- children under 18 can use the library only if accompanied for the entire duration of their visit by an adult member. Out of Hours service is an unsupervised service and you are responsible for the children you are accompanying. By permitting entry for children to the Out of Hours library you are consenting to images being recorded and retained by CCTV (yours and theirs).

Staying safe:

- for your safety please read the Out of Hours Guidance for customers that you will receive when you register and attend an induction session
- if you act in a way which is unsafe for you or others, your access to the service will be withdrawn.



