

Libraries NI

Byelaws

Libraries NI makes these Byelaws under Section 7 of the Libraries Act (Northern Ireland) 2008. These Byelaws regulate and govern the use of public library facilities in order to provide for the safe and secure delivery of library services and the protection of library property, assets and personnel.

In these Byelaws:

- a. "the Act" means the Libraries Act (Northern Ireland) 2008
- b. "child" means a person under the age of 12 years
- c. "emergency situation" includes situations where a library or part of a library is required to be evacuated for security reasons or because of threat from fire or other hazard and practices and false alarms in relation thereto
- d. "last known address" means the last address held on the Library Authority's records
- e. "the Library Authority" means Libraries NI (the Northern Ireland Library Authority) established by Section 1 of the Act
- f. "library" means:
 - i) any premises occupied by the Authority in which library facilities are made available to members of the public
 - ii) premises occupied by the Authority not normally open to members of the public, such as administrative centres
 - iii) any vehicle which is used by the Library Authority for the purpose of providing a public library service to members of the public
- g. "library personnel" means any officer appointed, employed or authorised by the Library Authority in connection with its functions under the Act
- h. "library property" includes property owned or provided by the Library Authority (whether or not it is made available for use by members of the public) and includes property obtained by the Library Authority for the loan to, or use of, the public including: any book, electronic resource, journal, pamphlet, music score, manuscript, picture, print, photograph, engraving, etching, deed, map, chart, plan, gramophone, record, film, museum object, and any other article of a like nature forming part of the contents of the library, as well as any furniture, fittings or any other contents of any library
- i. "notice" means any notice given to a person by the Library Authority whether personally, or by post or electronic format
- j. words importing the masculine gender include the feminine, words in the singular include the plural and words in the plural include the singular
- k. expressions used, unless the contrary intention appears, have the meaning which they bear in the Act and/or Regulations.

1. An act performed in connection with the proper execution of their duty by library personnel shall not be a contravention of these Byelaws.
2. A person shall not supply an age, name, address or other means of identification which is false or misleading for the purpose of entering any part of the library premises or for the purpose of using any library facility or service.
3. No person, who in the reasonable opinion of library personnel, is offensively unclean in person and/or clothing or both shall remain in the library after having been asked by library personnel to leave the library.
4. Except with the consent of library personnel, no person shall:
 - (a) cause or allow any dog (other than an assistance dog or trainee assistance dog) or other animal belonging to him or under his control to enter or remain in the library
 - (b) enter or remain in any part of the library which a reasonable person would or should know is prohibited to the public
 - (c) access or remain in the library outside of the times fixed for its opening
 - (d) bring into any part of the library a wheeled vehicle or conveyance other than those necessary for the assistance of people with limited mobility.
5. A person shall not park a vehicle on library premises in a place or at a time other than that approved by the Authority or library personnel or as directed by law. A person other than a disabled person who parks their vehicle in a space identified for use by disabled persons without such approval contravenes this Byelaw.
6. No person shall remain in the library after an emergency situation has been made known to him.
7. No person shall, unless specifically permitted by library personnel, take or attempt to take any library property from the library or past a check out or security point.
8. All personal possessions may be subject to opening and inspection and users must present their bag, papers and/or other possessions for inspection if requested to do so by library personnel.
9. No person shall, unless specifically permitted by library personnel, make a tracing, take any photograph of or film, or save where permitted, any photocopy of any or any portion of library property.
10. No person shall, without lawful excuse, destroy, damage, deface, soil or injure any library property whether doing so intentionally or being reckless as to such destruction or damage etc.
11. No person shall behave in a violent, disorderly or indecent manner in the library or use violent, abusive, offensive, insulting or obscene language therein, or intentionally or recklessly cause or do anything likely to cause injury to any person or property.
12. No person shall remain in a library without making proper use of the library's facilities after having been advised or requested, by library personnel, to make such proper use of the facilities.

13. No person shall intentionally or recklessly obstruct library personnel in the execution of their duty or intentionally or recklessly disturb, obstruct, interrupt, abuse or annoy any other person properly using the library.
14. No person shall engage in persistent audible conversation in any part of a library set apart as a quiet area or after having been requested not to do so by library personnel.
15. No person shall, without the consent of library personnel, intentionally display, distribute, or leave any bill, placard, notice or other document on library property.
16. No person shall, without the consent of library personnel, offer anything for sale, seek donations, canvass or seek signatures for petitions on library property.
17. No person having supervision or responsibility for a child shall without the consent of library personnel leave him unsupervised in the library.
18. No person shall bring into or light any flame on library premises or smoke or vape.
19. No person in any part of the library shall supply, take or be under the influence of alcohol or any toxic substance for the purpose of causing intoxication; or supply, take or be under the influence of any controlled drug as defined by Schedule 2 of the Misuse of Drugs Act 1971 other than drugs dispensed for and pursuant to prescription issued for him by a doctor under and in accordance with the aforesaid Act.
20. No person shall, except with the consent of library personnel, partake of refreshment in the library.
21. Any person who has borrowed or is in possession, custody or control of library property which, if returned, would be returned late and who has been served with a notice by the Library Authority demanding return of the library property:
 - (a) shall return the library property to the library within 14 days from the date the notice was served
 - (b) a notice may be served upon any person by electronic means to any e-mail address held by the Authority for that person, or by leaving it at their usual or last known place of abode or by sending it by ordinary post addressed to them at that place or by delivering it to them in person.
22. A person who:
 - (a) after the end of the period for which it was lent, has the charge or possession of library material borrowed from the library or from any person acting on behalf of the Authority, and
 - (b) after having been requested by a notice in writing by the Authority to deliver it up, has failed to do so within a period of fourteen days after the date of the request, and
 - (c) has not paid to the Authority in respect thereof such sum as is authorised under the Scheme of Charges for Library Services, shall not, except with the consent of library personnel borrow any further library material or use any library facilities or services.

23. Any library user whose personal details change must notify library personnel as soon as reasonably possible.
24. A person shall not use online resources in a way defined by the Conditions of Use Policy (available on the Authority's website) as unacceptable or use any computer or mobile device or other means to access any offensive material.
25. No person shall engage in any form of gambling on library premises including online gambling.
26. No person shall cause or allow any mobile phone, portable computer or any other apparatus to be operated or plugged into an electrical socket on any part of library premises except in areas designated for this purpose.
27. No person shall cause or allow any mobile phone, portable computer or any other apparatus for the reception of sound broadcasting to be operated on library premises except with the permission of the Library Authority.
28. No person shall film or take photographs on library premises without the permission of the Library Authority and without informed consent of those recorded.
29. Any person who contravenes any provision of these Byelaws shall, without prejudice to any other legal sanction or remedy, be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale and, in the case of a continuing offence, to a fine not exceeding one-tenth of level 2 on the standard scale for each day on which the offence continues after conviction.
30. Library personnel may exclude any person who contravenes any of the foregoing Byelaws from any library maintained by the Library Authority under the Act.
31. These Byelaws extend to and govern, as far as they are applicable, the use of any of the Library Authority's online services and environments.
32. On the coming into operation of these Byelaws, the Byelaws relating to libraries which were made by the Northern Ireland Library Authority on the thirtieth day of January 2014 and were confirmed by the Department for Culture, Arts and Leisure on the 19 day of March 2014 are hereby revoked.

This note is not part of the Byelaws.

Users of the library and library facilities are reminded that the provisions of the general law apply at all times. In particular, as regards the activities referred to in Byelaws 11 and 19 the Library Authority draws attention to the existence of the *Criminal Damage (Northern Ireland) Order 1977* and the *Misuse of Drugs Act 1971*.

People who intend to make copies of works are advised that they may only do so in accordance with the provision of the Copyright Designs and Patents Act 1988 as amended and are liable to prosecution under that Act if they fail to observe its provisions.

The foregoing Byelaws were made by Libraries NI (the Northern Ireland Library Authority) on 17 October 2019.

Signed: Bernard Cullen Seal
Chairperson

Signed: [Signature]
Chief Executive

The foregoing Byelaws are hereby confirmed by the Department for Communities:

Signed: [Signature] Seal
A Senior Official

Date: 17/2/2020