

Northern Beaches Libraries - After-hours Access

Terms & Conditions

The following terms and conditions apply to using after-hours access at Northern Beaches Libraries. These conditions are to ensure the safety and security of everyone using the library.

Authorised members

Authorised members are Northern Beaches Library members aged 16 and over who are eligible for full Adult Library membership. Authorised members must complete an on-site building and safety induction at each library they wish to use after hours and agree to the conditions of use as outlined in this document.

The terms and conditions of after-hours library use can change at any time without notice.

1 After-hours library use

- 1.1 Your access is for you and only you. You shall not assist any persons to gain access to the library outside its standard opening hours. Use of another member's library card or attempting to gain access to the library under false pretences is prohibited.
- 1.2 Everyone aged 16 and over must scan their own card to enter the building.
- 1.3 Children under 16 may enter the library with a supervising parent or guardian who is an adult 24/7 member. Children must be supervised at all times.
- 1.4 After-hours access is granted for 12-months. The Library will contact you by email with renewal instructions when your access is due to expire. It is your responsibility to renew your access before it expires.
- 1.5 At times after-hours access may not be available due to events or building maintenance. The Library will communicate upcoming changes to service via email, in-branch signage, social media and on our website.
- 1.6 The Library is multipurpose. The Library Service cannot guarantee a certain noise level.

2 Emergencies, safety and conduct

- 2.1 In an emergency, always call 000.
- 2.2 You are responsible for evacuating the building in an emergency. Know the Emergency Evacuation Management Plan for the premises.
- 2.3 In an unsafe situation press and hold duress buttons for 3 seconds. A police patrol will be sent to investigate. Penalties may apply for improper use or causing a false alarm.
- 2.4 The library building is under CCTV surveillance outside standard opening hours. CCTV footage is securely stored for up to 28 days after which it is automatically destroyed.
- 2.5 You must ensure that the building is safe and secure by closing the door/s to the building securely after entry and exit.
- 2.6 You must ensure the building is safe by maintaining clear access to exit doors and fire equipment.
- 2.7 You must not bring items into the building that may lead to a fire or other damage including, but not limited to, open flames, fireworks, flammable or combustible liquids, toxic or corrosive chemicals of any kind, kerosene or spirit-type lamps, or personal appliances such as kettles, toasters or other cooking equipment.

- 2.8 You must not charge e-bike and e-scooter batteries or other high-capacity batteries in the building.
- 2.9 You are expected to behave at all times in line with the Northern Beaches Library Service [Terms and Conditions of Library Use](#). You agree to behave in a respectful, responsible and considerate manner, and not participate in behaviour or conduct likely to disturb, disrupt or cause others to feel unsafe.
- a) Smoking, vaping and the consumption of alcohol or other intoxicating substances are not permitted on the premises.
 - b) Non-alcoholic drinks with a lid and small snacks are permitted. You are required to leave the library clean, neat and tidy – use rubbish bins provided.
 - c) For your safety and the comfort of other library users, sleeping in the library is not permitted.
 - d) Furniture should not be moved.
 - e) All reports of inappropriate behaviour will be investigated, and access may be revoked.
- 2.10 Animals, other than assistance animals, are prohibited in Council buildings.

3 As an authorised member you will:

- 3.1 Present photo identification that includes a date of birth to the Library at your induction and provide the Library with current contact details including a phone number and email address.
- 3.2 Report accidents/near accidents, incidents or complaints to the Library Service in writing, by email or anonymously via the library's customer feedback portal 'Your Voice' for investigation.
- 3.3 Not damage the Library building or property. You may be held responsible for the cost of damage caused by your actions, including damage caused by anyone to whom you granted unauthorised access to the library.
- 3.4 Look after your belongings. The Library Service does not take any responsibility for loss or damage to your equipment or personal possessions.
- 3.5 Report lost library cards as soon as possible. It is your responsibility to arrange a time within standard opening hours to collect a new library card.

Termination of Access

Failure to comply with any of these conditions may result in your access being revoked by the Library Service, further Council action and/or investigation with NSW Police.

Any breach of the terms and conditions including providing misleading or incorrect information on an application may result in immediate termination.