



CONDITIONS OF ENTRY

TITLE: Conditions of Entry Policy

Policy No: NTL002

1. PURPOSE

- To provide Northern Territory Library clients and staff with a safe and secure work environment
- To ensure correct usage of Library facilities, equipment and collections
- To outline staff responsibilities and client responsibilities (the *Conditions of Entry*)

2. POLICY

- The Northern Territory Library provides a safe and secure work environment for clients and staff by ensuring compliance with occupational health and safety regulations and maintenance of all Library property, equipment and facilities.
- The Northern Territory Library is open to everyone from 10 am to 5 pm (weekdays), 1 pm to 5 pm (weekends) and closed on public holidays.
- Children are welcome to use the Library; however, the Library assumes that parents have given permission for children (under 18 years of age) to use computers and access the internet. Parents and guardians should note that the Library does not provide any supervision for children and that, as guarantor, they are responsible for ensuring that children under 18 abide by the Conditions of Entry.
- Surveillance cameras operate in Parliament House, including the Library, to help maintain a safe and secure environment.
- Animals are not permitted in the Library (except guide dogs for the sight and hearing impaired).

2.1 Responsibilities of Northern Territory Library

- To maintain a safe and secure environment in the Library, while facilitating client access to Library services, and in compliance with Legislative Assembly policies and procedures.
- While all care will be taken with supervision of children who are in the Library, the duty of care rests with the parents or legal guardians.
- Where a client does not comply with the *Conditions of Entry* (below), a Library staff member may request the client leaves the Library, and Security may be called to enforce this action.
- To protect the Collections from loss or theft, the Library staff reserve the right to examine clients' bags if the security alarm is activated.
- Library staff take no responsibility for personal property brought into the Library, and any property left in the Library will be handed to Security.
- Library staff will assist clients with special needs as much as possible.

2.2 Responsibilities of Clients

On entry to the Northern Territory Library, clients agree to comply with the *Conditions of Entry*, understanding that failure to do so could result in being asked to leave the Library and/or banning from the Library.

2.3 Conditions of Entry:

- Set *mobile phones* to 'silent' ring and use on Level 2 only. Please be considerate of other clients who may be reading.
- *Lockers* inside the library are available to secure valuables, backpacks and shopping bags.
- Refrain from *consuming food and drink* in the Library, with the exception of bottled water.
- Refrain from *behaviour* which may disturb others.
- Treat all *Library clients and staff* with respect and courtesy.
- *Maintain an environment* for study.
- *Inform staff* of any concerns relating to the *behaviour* of other clients.
- Comply with *dress standards* for the Legislative Assembly and wear footwear at all times.
- Treat *library collections, property, equipment and facilities* with care.
- Allow Library staff to *inspect bags* if the security alarm is activated.
- Keep *valuable items* with you at all times, for your safety, a number of surveillance cameras have been strategically placed in public areas.