

**ABERDEEN CITY COUNCIL
(LIBRARY AND INFORMATION
SERVICES)
MANAGEMENT RULES 2024**

Aberdeen City Council ("the Council") by virtue of the powers conferred upon them by Section 112 of the Civic Government (Scotland) Act 1982 ("the Act") have made the following Management Rules to regulate the use of, and the conduct of persons while in, the following premises:

- the Central Library, Rosemount Viaduct, Aberdeen;
- any other library in Aberdeen owned, occupied or managed by the Council; and
- any other premises in Aberdeen owned, occupied or managed by the Council in which library services are being provided by the Council.

The premises named or described above are collectively referred to in these Management Rules as "the Libraries" (with the term "Library" being construed accordingly).

1. CONDUCT

Persons visiting or otherwise using any of the Libraries must comply with all reasonable instructions and directions given by Council staff acting in the course of their duties.

The normal standards for good conduct in public places will apply in the Libraries and these standards are summarised in the Library & Information Services Customer Service Charter which is available from the Libraries and the Council's Library web pages.

Whilst visiting or otherwise using the Libraries, persons **MUST NOT**:

- (a) make excessive noise or create a disturbance;
- (b) bring in any animals, with the exception of assistance dogs;
- (c) smoke, vape or consume alcohol or drugs;
- (d) consume food or drink, except in areas designated by the Council for this purpose or on occasions when food or drink are supplied by or on behalf of the Council for consumption on the premises;

- (e) use a mobile phone or other device in such a way that it disturbs, interrupts or annoys any other person;
- (f) use foul or abusive language or act in an aggressive, disrespectful or inappropriate way towards others;
- (g) wilfully disturb, obstruct, interrupt or annoy library staff in the performance of their duties or any other person engaged in the proper use of the facilities;
- (h) use the facilities for any illegal purpose or any other purpose for which they are not intended;
- (i) undertake sound recording, photography or filming, including filming by the use of mobile phones with cameras, without the prior written consent of the Council;
- (j) leave or distribute leaflets, notices, promotional material or petitions, or undertake charitable collections, without the prior written consent of the Council;
- (k) damage property;
- (l) drop litter;
- (m) engage in or organise a public meeting or assembly without the prior written consent of the Council;
- (n) engage in any trade or business without the prior written consent of the Council;
- (o) enter the premises whilst under the influence of drugs or alcohol;
- (p) enter the premises whilst unhygienic or unclean in person or dress so as to cause offence to other persons
- (q) use the power supply to power personal electric or electronic equipment (which in itself may only be used at the owner's risk) except where dedicated power points are provided for such purposes, with any such use being time limited at the Council's discretion; or
- (r) enter an area designated for staff or private use.

2. LIBRARY MEMBERSHIP

Library membership is required to borrow items, access online resources remotely and to book time on Library computers. Membership entitlements shall be subject to such age limits and other restrictions as the Council may from time to time prescribe. A membership card will be issued on completion of the membership application process and the provision of any required proof of identity and residential address. Students studying in Aberdeen will require to give proof of their parental or main residential address. Persons working (but not residing) in Aberdeen will require to give proof of their residential address. Proof of age may be required.

The granting of borrowing rights may be delayed until details given have been confirmed. Online applicants will be issued with a temporary number and must visit a Library within 90 days to convert to full membership. By signing the membership card, users will be agreeing to be bound by these Management Rules and any other regulations as may be made by the Council relating to the use of the Libraries.

Registration as a borrower will lapse after a period of two years from last use of the service. Thereafter, re-registration will be required.

Age Restrictions

There is no lower age limit to obtain Library membership. At age 12, children are given teenage membership and adult membership is given to all at age 16.

Guarantors

A child or young person below the age of 16 shall not be entitled to Library membership unless a parent or guardian has agreed, by signing the membership card, to accept responsibility for the child or young person as a member. Parents or guardians, in giving such an undertaking, are liable for any items borrowed under the child's or young person's membership, including for loss or damage.

Membership Cards

Membership cards issued for borrowing items, accessing online resources remotely and booking time on library computers are not transferable and the membership card must be presented to borrow or renew items and to access computers. Members shall be personally responsible for the safe keeping of their cards and for items borrowed on their cards, whether on their authority or not. Members shall also be responsible for computer time booked on their card, whether on their authority or not. Members shall be required to immediately notify to the Council any change of address or the loss of a card. A charge will be made for the replacement of a lost card.

Open+

Members wishing to access Library services during Open+ hours will be required to sign their agreement to the Open+Service Terms & Conditions of Use and to

undertake an induction before being granted access during Open+ Hours. Any breach of such Terms & Conditions will be dealt with in terms of Rule 10 below.

3. LOANS

Issue of items

Items cannot be taken from Libraries unless issued against a borrower's card. The prior written consent of the Director of Customer or other Council officer designated or authorised by them for the relevant purpose ("the Director") is required in order to borrow reference material, any such consent being subject to separate loan arrangements.

Reference in these Management Rules to the Director of Customer includes reference to the nearest equivalent Council officer post as may exist from time to time.

Number of items

The Director shall determine the maximum number of items which a member may have on loan at any one time and may vary such maximum numbers at their discretion.

Loan Periods

The Director shall have the power (a) to determine the maximum period for which a member may have a particular item on loan; and (b) to vary all or any such maximum loan periods at their discretion.

In particular, the Director may, at their discretion, reduce the maximum loan period for any particular item if it is in heavy demand or for any other appropriate reason.

Renewals

Items may be renewed in person, online, by telephone or by post, unless requested by another member. When a member has renewed an item twice they will not be permitted to borrow the same item again until a normal loan period has elapsed.

Reservations

Lending material may be reserved at a charge determined from time to time by the Council. Children and teenagers do not pay reservation charges on children's items.

4. CHILDREN AND YOUNG PEOPLE

Aberdeen City Libraries welcomes all children and young people. To ensure their safety, parents and carers are responsible for the supervising of children during their Library visits. Children under the age of 8 must be accompanied by a parent or carer at all times. Children aged between 8 and 12 must not be left unaccompanied for long periods of time.

- (a) Members under the age of 16 are not fined for the late return of children's items.
- (b) Members aged 12-15 will be liable to pay the cost of any fines or charges incurred in borrowing books or other items from adult collections.

5. IT FACILITIES AND WI-FI

All members can access IT facilities in the Libraries. The Wi-Fi service is open to adult members only. Members under the age of 16 may only access computers set up for child use unless accompanied by a parent or guardian. All members may only access the IT facilities and Wi-Fi services in accordance with the conditions set out in the Acceptable Use Policy. The Acceptable Use Policy is available from all Libraries, the Library web pages and on all public access computers.

Visitors may be granted access to computers as guest members, including for printing/scanning.

6. MATERIAL OF VALUE

Material which has a particular value and/or is particularly liable to damage may only be issued on loan or made available for reference purposes or copied subject to such conditions, including the provision of insurance or surety, as the Director deems necessary to ensure its safety.

7. LIABILITY

The Council will have no liability in respect of the loss or theft of, or damage to, any item belonging to a Library user.

The Council will have no liability for damage caused to any audio, video or reproduction equipment due to defects in, or the condition of, loan items played on them.

The Council will have no liability for any loss, theft or misuse of personal data arising from use of Council computer equipment.

8. SERVICE USERS' RESPONSIBILITIES

Defective Items

It shall be the responsibility of a user of the Library Services to check that any items borrowed and any items or materials used for reference purposes are in good physical condition and to report any defects, prior to use or borrowing, to a member of the Library staff who will record these comments. Failure to do so may result in incurring liability for damage as set out below.

Loss or Damage

Users of the Library Services shall be responsible for any loss of, or damage to, reference material which is caused by them. Members shall be responsible for any loss of, or damage to, material that has been borrowed or used in their name, whether or not such damage or loss is attributable to them personally, and shall be liable to make payment for such damage or loss together with the administration expenses involved. The amount of such payment shall be determined by the Director.

Contravention of Legislation

For the avoidance of any doubt, nothing in these Management Rules nor in the provision of the Library Services shall authorise the contravention of any legislation (including the Copyright, Designs and Patents Act 1988 as amended).

Room/Library Space Bookings

Appropriate areas of Library premises may be hired, for a fee, for community, cultural, educational or social purposes. The amount of such payment shall be determined by the Council. Bookings are covered by separate “Library Meeting Rooms – Conditions of Hire”.

9. OVERDUE ITEMS

Members who retain items beyond the maximum permitted loan period shall be charged for such items at such a rate or rates as shall be determined from time to time by the Council. Such rate or rates shall be prominently displayed at all points of issue in the Libraries.

Members who incur fines or charges above the maximum level determined by the Council (the current maximum level of fine or charge is £10.00) will not be permitted to access Library services until all fines and charges are paid.

10. EXPULSION AND EXCLUSION

An authorised officer of the Council may:

- (a) if they have reasonable grounds for believing that a person has contravened, is contravening or is about to contravene any of these Management Rules, expel that person from the premises to which the Management Rule applies;
- (b) if they have reasonable grounds for believing that a person is about to contravene any of these Management Rules, exclude that person from the premises to which the Management Rule applies.

A person who has, in respect of particular premises, persistently contravened or attempted to contravene these Management Rules and is, in the opinion of the Council, likely to contravene them again, may be made subject to an Exclusion Order by the Council under section 117 of the Act for a period not exceeding one year.

Any person who fails to comply with expulsion, exclusion or an Exclusion Order as set out above shall be guilty of an offence and shall be liable, on summary conviction, to a fine not exceeding level 1 on the standard scale.

11. CITATION, COMMENCEMENT AND INTERPRETATION

These Management Rules shall be cited as the Aberdeen City Council (Library and Information Services) Management Rules 2024.

These Management Rules shall come into force on the date of their execution and shall, unless revoked, continue in force for a period of 10 years from that date.

The Interpretation Act 1978 shall apply to the interpretation of these Management Rules as it applies to the interpretation of an Act of Parliament.

Sealed with the Common Seal of Aberdeen City Council and signed for the Council and on its behalf by [name and designation], a proper officer of the Council, on [date].

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