

Bathurst Family History Group Inc.

CODE OF CONDUCT

Purpose:

The purpose of this document is to set out the standards of behavior expected of Members of Bathurst Family History Group Inc. It also incorporates the use of electronic and other media used by the group.

In accepting membership, I agree to adhere to these codes at all times.

- BFHG members and committee members should treat each other with respect and courtesy at all times.
- Phone, email and internet facilities provided by Bathurst Family History Group Inc. should only be used for the purpose of the group's activities and business.
- Members should refrain from the use of unsolicited emails to other members which do not pertain to BFHG matters.
- There should be no creating and circulation of emails critical of other members of BFHG, or which may be considered offensive and/or distressing to others.
- I will not gain materially or financially from my involvement with BFHG unless specifically authorised to do so. When claiming expenses I will do so in line with BFHG procedures.
- Members are not to enter into arrangements that the Group may be responsible for without the approval of the committee of the day.
- The BFHG has a long standing association with Bathurst City Library, which has its own code of conduct. All members should abide by this code.

Adopted by resolution of the Committee on 10th April 2018.

- That where a member has not completed a current membership renewal form 'agreeing to be bound by the constitution, code of conduct and code of ethics' and if they fail to do so when they are requested by the committee, that their membership be suspended for a period of time, at the discretion of the committee.

Amended by resolution of the Committee 7th August 2018

What library staff can do in response to any breach of the guidelines

The NSW Library Act and Regulation empower library staff to

- ⇒ direct any person to leave the library
- ⇒ exclude any person from the library for a set period of time

You can view the NSW Library Act and Regulation, and other guidelines here:

<http://www.sl.nsw.gov.au/public-library-services/advice-best-practice/legislation>

"With a library you are free, not confined by temporary political climates. It is the most democratic of institutions because no one, but no one at all, can tell you what to read and when and how."

Doris Lessing

Bathurst Library

70 - 78 Keppel Street
Bathurst NSW 2795

Hours

Monday to Friday 10am to 6pm

Saturday - Sunday 10am to 3pm

Closed Public Holidays

Keep in touch

Phone: **6333 6281**

Email: library@bathurst.nsw.gov.au

Catalogue: bathurst.spydus.com

Website:

www.bathurst.nsw.gov.au/community/library

Facebook: www.facebook.com/BathurstLibrary

BathurstLibrary

Twitter: twitter.com/BathurstLibrary

User Guidelines



A Public Library is a wonderful community resource. It is a special place where members of a community can learn something new, pursue a hobby, meet friends or just relax with a newspaper or magazine.

All citizens have the right to enjoy the library and use its resources in a safe and civil environment.

Behaviour Code

Library users need to respect other users' rights to a safe and comfortable environment.

Users should

- ⇒ be considerate of others
- ⇒ be polite to others
- ⇒ respect cultural differences
- ⇒ respect the rights of all library users and staff.

Unacceptable behaviours include

- ⇒ drug/alcohol intoxication
- ⇒ verbal or physical abuse, assault, intimidation or harassment of library staff and/or other Library users.

Theft, vandalism, carrying a weapon and other criminal offences will be referred to the NSW Police by library staff.

Mobile Phones: When using mobile phones in the library, please consider others and keep conversations short and to a minimum. If your conversation is loud, offensive or disturbing other library patrons, staff may ask you to end the call or take it outside.

Care of Resources

The library provides many resources for the community to share. Library users are required to take care of all the collections, equipment and resources they use.

Users should

- ⇒ treat library resources with respect
- ⇒ remember that these resources are shared by all community members and should be used in a fair and equitable manner
- ⇒ report damaged resources to Library staff

Damage includes

- ⇒ cutting/ripping pages
- ⇒ marking or highlighting material
- ⇒ hiding or deliberately misplacing library resources
- ⇒ defacing or damaging furniture, fittings or equipment.

Food and Dress Code

Users should, in the interests of others using the library

- ⇒ dress in a manner that is appropriate and not likely to cause offence
- ⇒ meet acceptable levels of dress and personal cleanliness
- ⇒ keep food and drink away from the computers

Additional Guidelines

The Library Regulation 2010 states:

"A person must not, without the consent of the governing body for the library, use any library for any other purpose than reading, consulting or borrowing the library material of the library or using any other library service or information service."

It is prohibited to

- ⇒ bring animals into the library (Assistance Dogs are permitted)
- ⇒ bring bikes and scooters into the Library
- ⇒ use roller blades or skateboards in the library
- ⇒ distribute political material or petitions
- ⇒ undertake soliciting or selling in the library
- ⇒ use the library as a form of free childcare. Children under the age of 10 years may not be left unattended in the Library .

All criminal matters will be referred to the NSW Police.



DISCOVER MORE.