

Library rules

LIBRARY RULES of the Ciril Kosmač – Public Library Tolmin

1. In accordance with the Rules on the General Conditions of Library Operation, library users are required to respect and abide by the Library Rules.

2. Library users may use the library premises, material and facilities in such a way that does not disturb other users and employees.

3. The following are not permitted in library premises:

- causing noise, speaking loudly or shouting,
- showing aggression verbally or in any other way,
- using a mobile telephone in such a way that disturbs other users or employees,
- bringing in and consuming food or drink, except from the vending machines situated in the library,
- smoking or using any illicit drugs,
- damaging or destroying materials, equipment and premises,
- unauthorised photographing or recording in the library premises,
- using roller blades or skateboards,
- bringing in animals, except guide dogs for the blind and visually impaired,
- entering staff working areas and using their equipment,
- break the rules on use of computers and other technical equipment,
- move equipment, use it for non-intended purposes or remove it from the library,
- act in any other undignified manner, harass, threaten or disturb users and employees or behave in a manner that poses a threat to public order and peace.

4. Users are responsible for their own property. The library accepts no responsibility for theft or loss of their personal belongings.

5. Conducting surveys, promotion and sales, recording and photographing and performing other activities that could disturb library users and staff, are permitted only with prior approval from the library director.

6. Users are required to vacate the library premises by the end of its opening hours, and on organised events by the end of the event. Where an event is organised outside the library opening hours, users may use only the premises intended for the event.

7. On the sounding of a fire alarm, in a fire or other danger, users must vacate the library and follow the instructions of library staff.

8. If a user breaches the Library Rules, the library staff or security officer are bound to caution the user and require that they cease such breach immediately. If a user does not heed the cautions and requirements, library staff may call the security service, and in urgent cases the police.

9. The director may issue the user with a formal notice for breach of the Library Rules. For multiple breaches of Library Rules or for not heeding the cautions and requirements of library staff or security officers from the authorised security service, the director may ban such user from entry into the library and exclude them from membership, in accordance with Article 56 of the Rules on the General Conditions of Operation and Article 15 of the Decree on the Basic Library Services.

10. These Library Rules are applicable to all units of the Ciril Kosmač Library, Tolmin.

Pursuant to Article 43 of the Rules on the General Conditions of Operation of the Ciril Kosmač Library, Tolmin, these Library Rules were adopted by the library director on 10 June 2015 and are applicable from that day on.