

# Kingston Libraries Extended Access Application Form and Conditions of Use



The purpose of this form is to ensure that Extended Access customers are aware of and accept the conditions of extended access usage.

The following terms and conditions apply to using Kingston Libraries Extended Access. These conditions are to ensure the safety and enjoyment of everyone using our libraries. Please behave in a respectful and courteous manner at all times.

Kingston Libraries reserve the right to refuse any application and may remove access to the extended access if terms and conditions are breached.

Our Child Safety Commitment: Kingston Libraries are committed to ensuring no children are harmed by staff, volunteers or work experience students and to following the requirements of the Victorian Government's Child Safe Standards.

---

## Provision of Access

1. You must be a Kingston Libraries member and Conditions of Membership apply at all times. Please refer to our website Kingston Libraries Membership Conditions for these conditions.
2. Upon approval and completion of a building and safety induction, your library card will be activated and ready to use for extended hours access. If you have trouble using your card, please consult a staff member during standard opening hours, call 1300 135 668 or send your inquiry to [library@kingston.vic.gov.au](mailto:library@kingston.vic.gov.au).
3. Extended access is for you only. You must not share your library card with any other person. You are responsible for the appropriate use of the library during these extended hours and may not provide access to other parties. Misuse may result in your extended access membership being revoked.
4. Your extended access is valid for 1 year and can be renewed upon request.
5. You must immediately report a lost or stolen library card to Kingston Libraries as soon as you become aware of the missing card.
6. At times the library may be booked for events and activities during Extended Access hours, and access may not be available. Kingston Libraries will endeavour to communicate this in advance via email, social media and on our website. We recommend checking these sources ahead of visiting the library.
7. Access is to library spaces only. This includes computer rooms, but not halls, community centre meeting rooms, kitchens etc.
8. Bathrooms are only available while the community centre is open. You must exit the library through the Extended Access entry and enter through the community centre entrance to access the bathrooms. Please take your belongs with you. You will need to scan back in as an Extended Access member' if you wish to return to the library.

## Conditions of Entry

9. Children under the age of 18 are not eligible for Extended Access membership but may accompany a parent/guardian/carer who has extended access permission.
10. Access is available for one (1) adult and their child/children under 18 years. A second parent/guardian may join on their own separate membership. The child/ren can attend with either parent/guardian provided the accompanying adult is an Extended Access member.
11. If unattended youth/children are found in the library, security and police may be called if required and extended access membership revoked.

12. The parent/guardian are responsible for the actions of their children and under no circumstances are children to be left unattended in the library.
13. Do not hold the door open to allow others in, even if they have their own extended access card as they must also swipe to enter the building during extended access hours.
14. Alcohol, drug taking, smoking and vaping are not permitted in any Kingston Libraries buildings.
15. No animals are permitted in Council buildings other than assistance animals or official animals of the Victorian Police.
16. You must respect Kingston Libraries staff, collections and facilities at all times.
17. The library must be left neat and tidy. All rubbish must be placed in bins provided.
18. Returning Items – please return all items via the designated returns chutes. Do not leave items on the desk for staff.
19. Borrowing Items – any items you wish to take home must be borrowed through the self-loans kiosk or the Kingston Libraries app.
20. If you are in the building during staffed hours, and want to access the library after staffed hours, you are required to leave the building and re-enter, once the staff have left, using your card. This is to ensure you are registered as being on the premises.
21. The library aims to be a safe and healthy environment. Please be mindful and respectful of others and their property.

## **Library Usage**

22. A person must not in any Council building, or its surrounds behave in a manner which is boisterous, harmful or which interferes with the quiet enjoyment of any person using the Council building.
23. Any incidents, complaints or behaviours from other customers should be reported to Kingston Libraries staff via email [library@kingston.vic.gov.au](mailto:library@kingston.vic.gov.au).
24. A communication book is provided for recording minor incidents (cleaning or IT issues etc.). Please do not record the personal contact details of yourself or any other customer in this book.
25. Kingston Libraries are equipped with CCTV surveillance. Please be aware that you will be recorded whilst using the library.
26. While we work hard to keep the library safe and secure as a space you must not leave personal items unattended at anytime. Laptops, mobile phones, handbags and wallets are especially vulnerable to theft.
27. If you leave the building for any reason, you must take your personal items with you.

## **In Case of Emergency**

28. Do not enter the building if you feel unsafe. Be aware of your own personal safety at all times.
29. Emergency procedures and floor plans are posted throughout the library. Please check the Emergency Diagram for your nearest emergency exit. Familiarise yourself with the Library Evacuation Plan for your branch. These will be pointed out to you during your induction.
30. Please ensure that all exit doors and access to fire equipment are kept clear.
31. There is a wall mounted emergency phone available which will call 000 directly. Please ensure you familiarise yourself with its location and use during your safety induction. If you have concerns for your safety, or another emergency situation occurs contact Emergency Services.
32. Firefighting equipment is not to be used or interfered with for any reason other than its designated purpose.
33. Any accidents/near-accidents should be reported to Kingston Libraries staff via email to [library@kingston.vic.gov.au](mailto:library@kingston.vic.gov.au) providing full particulars of the incident.