

## **MANAGEMENT RULES**

### **CULTURAL FACILITIES**

Angus Council in exercise of the powers conferred on it by Section 112 of the Civic Government (Scotland) Act 1982 ("the Act") has made the following Management Rules, which shall apply to archives, libraries, museums and theatres under its control.

An Authorised Person may require someone whom they reasonably believe has contravened a rule/is contravening or appears about to contravene a rule to leave the facility. Failure to leave is then an offence under Section 118 of the above Act with a penalty of up to £200. Persistent contravention or attempted contravention may lead to exclusion from all Cultural Facilities by means of an order under Section 117 of the Act.

A copy of these rules may be obtained from the Head of Law and Administration, Angus House, Orchardbank Business Park, Forfar DD8 1AN

#### **Definitions**

In these Management Rules:-

"Archive premises" means Angus Archives at the Hunter Library, Restenneth

"Authorised Officer" means any member of staff who works, either full time, part time or voluntary, under the name of the Cultural Services Division of Angus Council's Neighbourhood Services Department in either the facilities themselves or elsewhere in pursuance of their duties.

"Cultural Facility" means any library, museum, theatre.

"Council" means the Angus Council as constituted by the Local Government etc. (Scotland) Act 1994

"Libraries" means the libraries section of the Cultural Services Division of the Council's Neighbourhood Services Department

"Library material" means printed material and such other media or articles as may from time to time be included in the stock of Council Libraries

"Library user" means any person having the right, under these Rules, to the use of the libraries.

"Library premises" means Arbroath, Brechin, Carnoustie, Forfar, Kirriemuir, Monifieth and Montrose libraries; Edzell, Friockheim, Letham, Newtyle part-time libraries; and the Mobile Library vehicles; and such other premises as may be used from time to time by the Council for the provision of library services.

"Museums" means the museums section of the Cultural Services Division of the Council's Neighbourhood Services Department.

“Museum premises” means Forfar Meffan Museum & Gallery, Arbroath Signal Tower Museum, Montrose Museum, Kirriemuir Gateway to the Glens Museum, Brechin Town House Museum, Arbroath Art Gallery, William Lamb Studio; and such other premises as may be used from time to time by the Council for the provision of museum services.

“Service Point Manager” means the archivist, librarian, museum curator, Council officer responsible for the facility, and all authorised members of staff.

“Theatre premises” means Arbroath Webster Theatre and such other premises as may be used from time to time by the Council for the provision of theatrical performances and services.

### **General Management Rules which will apply to all Angus Council Cultural Facilities, ie archive/library/museum/theatre premises**

#### **1. Access to Premises**

- (a) All users must enter and leave by the proper doorways showing the relevant identification if asked by the Service Point Manager and, where relevant, pay any fees due prior to entry.
- (b) Any person admitted to a Cultural Facility must conduct themselves in a reasonable manner as regards to noise and disturbance.
- (c) The Service Point Manager may refuse admission to or expel any person or persons from the Cultural Facility on reasonable cause.
- (d) Any person who appears to be under the influence of drink and/or drugs or unclean in person or dress so as to cause offence to other users within the same Cultural Facility, may be expelled or excluded.
- (e) No animals (other than guide dogs or other registered assistance dogs) may be brought into a Cultural Facility unless by prior consent from a Service Point Manager.

#### **2. Use of Premises**

- (a) All persons must comply with all reasonable directions or instruction given to them by the Service Point Manager in the course of their duties.
- (b) All persons must leave at the stated or agreed closing time or when requested to do so by the Service Point Manager. The Service Point Manager may temporarily close a Cultural Facility or part of a Facility and will post notices clearly indicating that the area is closed and the reason for the temporary closure.
- (c) Lost property should be handed to the Service Point Manager upon finding. While the Council has no legal requirement to become responsible for lost items of lost property, all lost property is handed to the Police within 48 hours of being found.
- (d) No photographic equipment or any other form of visual or sound recording equipment is to be used on the premises without the consent in writing of the Cultural Services Manager.

- (e) All complaints, queries or suggestions should be directed to the Cultural Services Manager.
- (f) All persons must abide by instructions or guidance contained within any notices or signs that are placed in any Cultural Facility with regards to operational requirements.
- (g) Unless by prior written consent from the Service Point Manager or in areas provided and designated by the Council for that purpose, food or drink must not be taken into or consumed in Cultural Facilities.
- (h) All persons must refrain from any conduct, which is unseemly, antisocial or which might cause annoyance or danger to other persons within the premises, failure to do so may result in their exclusion from the Cultural Facility.
- (i) Where appropriate, all persons must show any written consents or permissions relating to their use of the facility to the Service Point Manager on request.
- (j) All persons must pay to the Council on demand the amount of any damage done or occasioned to the Cultural Facility, the fixtures, fittings, equipment, furniture or any other contents, by him or by any person participating jointly with him in the use of any of the Cultural Facilities or by any person under his care or control.
- (k) Posters, bills, flyers or other such material may not be displayed without permission from the Service Point Manager.
- (l) Goods may not be sold or supplied to other persons within a Cultural Facility without the written consent of the Service Point Manager.
- (m) The use of personal headphones, cassette tapes, compact discs, radios, mobile telephones or any other music media or musical instruments is prohibited within a Cultural Facility unless with the prior consent of the Service Point Manager.
- (n) It is prohibited to alter, interfere or deface the structure of a Cultural facility or any equipment or fittings within it.
- (o) All items of electrical equipment that are brought into the facility by or on behalf of the hirer of facility accommodation must be declared to the Cultural Services Division prior to the date of hire. All appliances must carry a valid and current Portable Appliance Test certificate or validation, copies of which should be submitted with the Risk Management checklist.
- (p) The Service Point Manager, any Police Officer or Fire Officer may require a Cultural Facility to be cleared with immediate effect.

## **SPECIFIC MANAGEMENT RULES FOR LIBRARIES**

### **1. Membership for Libraries**

- (a) Any person who is resident, employed or undergoing a recognised course of education in the Angus Council or neighbouring Local Authority areas may make application for membership of the library service to permit the borrowing of library material. Membership is subject to completion and signature of an agreement to abide by such rules and regulations as may be prescribed by the Council and production of two proofs of identity, at least one of which must be signed by the applicant and show their current address. A membership card will be issued for the exclusive use of the person named thereon who is responsible for any library material borrowed.
- (b) Any person may use library material for reference or study within library premises, such use shall not be subject to membership regulation as in (a) above, but shall be subject to such other control as may be defined by the Service Point Manager.

Any person ineligible for membership to permit borrowing as in (a) above, may obtain temporary membership either by production of a valid library membership card in their name from any public library, or on production of two proofs of identity, at least one of which must be signed by the applicant and show their current address

- (c) Any person failing to abide by such rules and regulations as may be prescribed by the Council, shall at the discretion of the Service Point Manager, be subject to suspension from membership of the libraries for such reason and time as will be notified in writing.

## **2. Borrowing from Libraries**

- (a) Library material available for loan may be borrowed by members for a period or periods of time as detailed in Schedule A.
- (b) Failure by members to return items on loan by the appropriate loan period will result in the imposition of such overdue charges as may be currently in force.
- (c) A member shall pay to the Council the replacement value of any library material borrowed which is lost or damaged while issued on their membership card, together with any expenses incurred by the Council in recovering such payment and/or replacing the material.
- (d) In the event of a member not returning items which have been borrowed or paying the replacement value (as above) that person's membership shall be suspended until those items have been returned or the replacement cost has been paid.
- (e) The use of library material may be limited and loans recalled at the discretion of the Service Point Manager.

## Schedule A

### Library Lending Details

Loan Period	(Rule 2 (a)):	Books	28 days
		Spoken Word	28 days
Charges	(Rule 2 (b)):	An overdue charge will be incurred for each week or part of week thereof for books and spoken word items retained beyond the stated period of loan. An administration charge will be added for each overdue notice generated.	

Charges may be incurred for the under-noted services:

- ICT usage
- Genealogical services
- Archive and local history searches

All charges will be determined by the Council.

### Specific Management Rules for Library Learning Centres

#### 1. Conditions of Membership

- (a) All citizens of Angus may register as Library Learning Centre members. Where an applicant is already a member of an Angus library, then possession of a valid library card will allow them to join as a Library Learning Centre member.
- (b) Where an applicant is not already a library member then they must join as a member of the library following the normal membership procedure in providing two proofs of identity, one of which must contain the applicant's current address and signature.
- (c) Where an applicant applies to join as a Library Learning Centre member and does not live or work in Angus then they will be offered temporary membership as a visitor. This will entitle them to use the facilities of the Library Learning Centre. No charge will be made for temporary members.
- (d) All users of the Library Learning Centre must complete a membership application form, which contains a contract of acceptable use of computers.
- (e) All users under the age of 16 must have their applications signed by a parent or guardian.

#### 1. Use of Library Learning Centres

- (a) Access to Library Learning Centre facilities will only be available during normal library opening hours.

- (b) The minimum booking period for computers will be 30 minutes with the maximum booking period being 2 hours. However if there is a machine free at the end of any booked period then the booking period may be extended by a further 30 minutes.
- (c) Bookings at any library may be made in person or by telephone.
- (d) All sessions will end 15 minutes before the library closes to allow staff to log off all the terminals.
- (e) An Angus Council Cultural Services library membership card must be produced before a member can log onto a computer.
- (f) All Library Learning Centre materials will be issued to members for use within the Library Learning Centre only.
- (g) Internet access, use of hardware and learning resources will be free to all Library Learning Centre members.
- (h) A charge of 10 pence per sheet will be made for black and white printed copies, 30 pence per sheet for colour copies or down load to an appropriate medium/device will be available at a cost of £1.00.
- (i) In order to comply with the Data Protection Act and to maintain the integrity of any passwords, staff will log Library Learning Centre users on for all sessions and off when those sessions have been completed.
- (j) Individual email or user accounts will not be set up for Library Learning Centre members. All members will be directed to register for email with one of the free email services currently on offer through the Internet.
- (k) Staff will log all faults and those that cannot be fixed on site will be reported to the Council's IT help-desk noting the fault log number. All fault logs will be maintained in a central binder.
- (l) Failure to comply with the undernoted conditions will result in members having their Library Learning Centre membership suspended for such period as the Senior Services Manager, Cultural Services, deems appropriate.

Members are prohibited from:

- Altering the hardware, software or system set-ups in any way
- Using any software other than that provided in the Learning Centre without specific permission of the Council
- Copying files to the hard disk
- Sending or receiving pirated software or in any way breaching specific permission of the Council
- Sending or forwarding messages that are offensive to other users
- Using the Internet in any way that offends decency

- Hacking or attempting to hack into other systems
- Using the computer for purposes clearly in conflict with the interests of the Council is forbidden and in particular the Council will not tolerate the use, or attempted use, of the computer for: any message that could constitute bullying or harassment e.g. on the grounds of sex, race or disability; jokes, cartoons chain letters or games; online gambling; accessing pornography; downloading or distributing copyright information.

#### **1. Management and Memberships Statistics**

- (a) All membership records will be entered onto our automated circulation system which will allow us to analyse use by age, sex or postcode using the Dynix RECALL Management System.
- (b) Statistics that are available from the system will include cumulated Library Learning Centre membership obtained from the Dynix membership statistics which can be broken down by library and daily totals of Library Learning Centre materials used.