

## **Library Use Protocol**

Our libraries are accessible to the judiciary, legal community and citizens of British Columbia for the purpose of facilitating legal research and accessing legal information.

Our clients expect each of our libraries to be clean, comfortable and safe places. The following protocols have been developed to protect the rights and safety of clients and staff, and to preserve and protect the libraries' materials, equipment and facilities.

Library clients should:

- exercise courtesy toward other clients and library staff
- abide by our policies on the use and borrowing of materials
- pay applicable fees for library services and lost, damaged or unreturned materials
- exit the library at closing, during emergency evacuations (e.g., fire alarms), and whenever requested to leave by library staff or courthouse personnel
- comply with requests from staff
- supervise accompanying children

Clients should not:

- remove materials without permission
- damage or deface books, furniture or equipment
- harass or threaten clients or library staff, either verbally or physically
- leave personal possessions or valuables unattended
- reshelve books
- bring in animals, other than guide or service dogs
- solicit, canvass, sell or distribute circulars or other articles.

Library staff will enforce these protocols in a fair and reasonable manner. At the discretion of staff, clients whose actions violate the protocols may be asked to leave the library or be removed by courthouse security.

### **Computer & Internet Use**

Public-access computers are available in all libraries for the purposes of accessing the library website, research databases and the Internet. Clients are expected to use these resources in a responsible and courteous manner, consistent with law-related research and information and with the purposes for which they are provided.

Clients should not:

- access the Internet for any purpose that violates Canadian federal or provincial law
- breach the terms and conditions of software licensing agreements

- destroy or damage equipment, software, or data
- use computers in a manner that disrupts or interferes with other library clients, including the displaying or sending of graphics which may be reasonably interpreted as offensive.

We reserve the right to set time limits on the use of public-access computers in order to ensure equitable access to electronic resources. We also reserve the right to suspend library privileges for clients who violate these guidelines.

Approved by the Board of Directors on February 3, 2010