

PLEASE  
TAKE THE  
TIME TO  
READ

# CODE of Conduct

## Be considerate

- Of others in the Library Service
- By placing rubbish in bins
- By talking quietly in the library
- By walking in the library

## Be Cyber smart

- Protect your logins and passwords
- Lock your PC if you walk away
- Follow the **Internet Access Guidelines**
- Report cyberbullying to library staff

## Be respectful

- Of staff & other customers
- Use G-rated language & good manners
- Of library spaces, collections & equipment
- By following the direction of staff

## Be responsible

- For those in your care
- In your behaviour
- For your belongings

