# CODE OF CONDUCT

## Be Respectful

**G**

Use G-rated language and good manners

Respect library spaces, collections and equipment

Respect other customers and staff

## Be Responsible

Report risks and hazards

Care for your personal belongings in the library

Look after those in your care and monitor their behaviour

## Be Cyber smart

Protect your logins and passwords. Lock your PC when not in use

Report cyber bullying to library staff or online

**Stay safe**

Access only webpages suitable for a public space

## Library staff will

Respect your privacy at all times

Guide you to online learning websites

Be available to assist with your enquiry