



**EASTERN REGIONAL LIBRARIES CORPORATION  
MEETINGS PROCEDURE  
&  
OPERATION & USE OF LIBRARIES  
LOCAL LAW 2000  
NO. 2 OF 2000**

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## LOCAL LAW 2000 NO. 2 OF 2000

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## LOCAL LAW 2000 NO. 2 OF 2000

### **PART 1 - PRELIMINARY**

#### **1. Purpose of Local Law**

The purpose of this Local Law is to regulate –

- a) proceedings at meetings of the Library Board and Committees;
- b) proceedings for the election of the Chair and Deputy Chair;
- c) usage of the common seal of the Library Board; and
- d) operation and use of libraries.

#### **2. Authorising Provisions**

This Local Law is made under the provisions of Part 5 of the Act.

#### **3. Commencement**

This Local Law shall come into operation at the beginning of the day on which notice of its making is published in the Victoria Government Gazette.

#### **4. Revocation of Local Law**

Upon the commencement of this Local Law, the Meetings Procedure Operation and Use of Libraries Local Law 1997 is revoked.

#### **5. Revocation**

Unless revoked earlier, this Local Law is revoked on the day which is ten (10) years after the day which is the earliest day on which any provision of this Local Law came into operation.

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### 6. Definitions

'Act' means the Local Government Act 1989;

'Authorised Officer' means a person authorised under this Local Law or pursuant to Section 224 of the Act.

'Board' means the Board of the Corporation

'Borrowed' means the act of taking Library Materials from a Library for an approved period of time and having details of the borrowing recorded by a Library staff person.

'Chair' refers to the chairperson of the Board and includes an acting, temporary or a substitute chairperson.

'Chief Executive Officer' means the Chief Executive Officer of the Corporation, or any person acting in that position.

'Committee' means a committee appointed by the Board.

"Corporation" means the Eastern Regional Libraries Corporation established by an Agreement made under section 196 of the Act.

'Council' means the Knox City Council, Maroondah City Council or the Yarra Ranges Shire Council, as the case may be.

'Due Date' means the date recorded by Library staff when Borrowed Library Material must be returned to the Library.

'Fees and Charges' means the relevant fees and charges as determined by the Board.

'Institutional Membership' means any membership granted to any association, society, institution, corporation, partnership, unincorporated body, business or group approved by the Chief Executive Officer.

'Librarian' means the person for the time being in charge of the Library generally or any section or portion thereof.

'Library' means any area set aside for library purposes including vehicles belonging to or under the control of the Corporation.

'Library Corporation Agreement' means the Agreement establishing the Corporation, approved on 13 June 1996 under section 196 of the Act.

'Library Material' means any and every book, magazine, newspaper, pamphlet, music score, gramophone recording, video recording, audio tape recording, compact disc and any other digital or analogue storage medium, picture, print, photograph, map, chart, plan, film, slide, manuscript, toy, equipment, or any other article forming part of the library available for loan, reference or consultation whether or not the property of the Corporation and/or the Council.

'Library Services' means all the facilities, Library Material, resources, value added services, activities and programs provided by the Corporation and/or the Council.

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'Member' means a person registered as a Member of the Library who has satisfied membership eligibility requirements.

'Member of the Board' means any Commissioner/Councillor or member of Council staff who is a member of the Board as determined pursuant to the Library Corporation Agreement.

'Membership Card' means a valid card issued by the Chief Executive Officer as authority for membership of the Library.

'User' means any person making use of Library Services.

## **PART 2 - MEETINGS PROCEDURE**

### **7. Quorum**

A quorum is present at the meeting of the Board when:

- (i) a majority of the number of the Members of the Board are present; and
- (ii) a Member of the Board representing each council which is a party to the Library Corporation Agreement is present.

### **8. Committees**

The Board may appoint committees and in so doing shall determine a quorum for each committee so appointed.

### **9. Adjournment of Meetings**

- (i) If at any meeting of the Board there is not present within half an hour after the time appointed for such meeting, the number of Members of the Board required to form a quorum, the Chief Executive Officer may adjourn such meeting to any time not later than seven days from the date of that adjournment.
- (ii) If at any time during any meeting of the Board there is not present the number of the Members of the Board required to form a quorum, the Chief Executive Officer may adjourn the meeting to any time not later than seven days from the date of that adjournment.

### **10. Business at Ordinary Meetings**

Except as provided in Clause 32 no business may be conducted at an ordinary meeting of the Board unless it is business, notice of which has been given either by inclusion in the agenda or any report accompanying the agenda or in a notice of motion.

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### 11. Agenda

The agenda for a meeting should be prepared by the Chief Executive Officer or his delegate and must be delivered to every Member of the Board not less than 48 hours before the meeting.

### 12. Order of Business

The business of an ordinary meeting must be conducted in the following order unless the Board otherwise resolves:

- Apologies
- Confirmation and signing of minutes of previous meeting;
- Declarations by Members of the Board of any direct or indirect pecuniary interest in any items on the Agenda;
- Presentation of reports (other than from delegates);
- Continuation of matters lapsed from previous meetings;
- Consideration of and action on petitions and joint letters;
- Business not elsewhere included;
- Reports from delegates appointed by the Board to other bodies;
- Urgent business.

### 13. Minutes

The Minutes must record the business of the meeting and in particular:

- (i) the name of the Board Members:
  - a. who are present and a record of their attendance relative to items considered during the entire meeting; and
  - b. who have submitted apologies or have been granted leave of absence;
- (ii) the names of Officers in attendance and their organisational titles;
- (iii) any declaration of pecuniary interest;
- (iv) arrivals and departures (including temporary departures) of Board Members during the course of the meeting;

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- (v) each motion and amendment moved (including motions and amendments that lapse for want of a seconder) and motions and amendments withdrawn by resolution or by leave of the meeting;
- (vi) whether motions or amendments were carried or lost;
- (vii) the vote cast by each Board Member upon a division, either FOR or AGAINST; and the declaration of the result of the division on the motion or amendment;
- (viii) the failure of a quorum;
- (ix) closure of the meeting to members of the public in accordance with the provisions of section 89(2) of the Act;
- (x) when specifically requested by a Board Member, a record of their support for or opposition to any motion.

### **14. Confirmation of Minutes**

- (i) At every meeting of the Board the minutes of the relevant preceding meeting must be dealt with as follows:
  - a. if the minutes have been delivered to each Member of the Board at least 48 hours before the meeting, a motion must be proposed for confirmation of the minutes; or
  - b. if the minutes have not been so delivered, the minutes must be read and a motion must be proposed for confirmation of the minutes.
- (ii) No discussion is permitted on the minutes except as to their accuracy as a record of proceedings.
- (iii) Once the minutes are confirmed they must be signed by the Chair.

### **15. Correspondence**

The Chief Executive Officer shall determine what inwards and outwards correspondence should be placed before the Board or a Committee for its decision or information.

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### 16. Petitions

- i. A petition or a joint letter:
  1. shall be in any legible and permanent form of writing, typing or printing;
  2. shall not be defamatory, indecent, abusive or objectionable in language or substance, and
  3. shall not relate to a matter beyond the powers of the Board.
- ii. Every page of a petition or joint letter shall bear the wording of the whole of the petition or request.
- iii. Any signature appearing on a page which does not bear the wording of the whole of the petition or request shall not be considered by the Board.
- iv. Every page of a petition or joint letter shall be a single piece of paper and shall not be pasted, stapled, pinned or otherwise affixed to any piece of paper other than another page of the petition.
- v. Any person appending to a petition or joint letter a signature purporting to be that of any other person or in the name of any other person is guilty of an offence.
- vi. No motion for an address on the petition shall be entertained unless the mover at some previous motion has submitted a draft of same.
- vii. No motion, except for that of receiving same, shall be made on any petition, memorial or like application until the next relevant meeting of the Board after that at which it has been presented, provided that this restriction shall not apply where the Board determines by a two thirds majority of those present that the matter is one of urgency and should be dealt with at the meeting at which it is presented.
- viii. Every Member of the Board presenting a petition to the Board shall state the names of the persons from whom it comes, the number of signatures attached to it, the material matters contained in it and the prayer thereof, and the Member of the Board may also speak to the petition.

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### 17. Procedure for Moving Motions and Amendments

- (i) The mover must state the nature of the motion.
- (ii) The Chair must call for a seconder unless the motion is a call to enforce a point of order.
- (iii) If there is no seconder the motion lapses.
- (iv) If there is a seconder then the Chair must call the mover to address the meeting.
- (v) After the mover has addressed the meeting the seconder may address the meeting.
- (vi) After the seconder has addressed the meeting (or after the mover has addressed the meeting if the seconder does not address the meeting) the Chair must call upon any Member of the Board who wishes to speak against the motion.
- (vii) If no Member of the Board speaks against the motion then the Chair may put the motion.
- (viii) Any Member of the Board except the mover or the seconder of the original motion may move or second an amendment.
- (ix) A Member of the Board may speak once on the motion and once on any amendment and the mover of the original motion (but not of an amendment) has a right of reply prior to the motion (or amendment) being put to a vote.
- (x) A Member of the Board may be permitted by the Chair to speak more than once to explain that the Member of the Board has been misrepresented or misunderstood.
- (xi) A Member of the Board calling the attention of the Chair to a point of order is not regarded as speaking to a motion or an amendment.
- (xii) No motion or amendment may be withdrawn without the consent of the mover or seconder of any motion or amendment and without the further consent of the meeting.
- (xiii) Amendments must be dealt with one at a time.
- (xiv) Any subsequent amendments must not be consequently dealt with until the original amendment is decided upon.

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### **18. Rights to Documents**

Any Member of the Board may of right demand at a meeting the production of any of the documents of the Corporation applying to the motion under discussion and such documents may be viewed in the presence of the Chief Executive Officer.

### **19. Recording Proceedings**

A person must not operate audio tape or other recording equipment at any Board meeting without first obtaining the consent of the Chair. Such consent may at any time during the course of such meeting be revoked.

### **20. Parliamentary Application**

In all cases not otherwise provided for in this Local Law, resort shall be had to the rules, forms and usages of Parliament which shall be followed, so far as the same are applicable to the proceedings of the Board and its Committees.

### **21. Conduct of Debate**

Members of the Board must designate each other by their official titles.

### **22. Casting Vote**

- (i) In the event of an equality of votes, subject to the Act and this Local Law, the Chair has a second vote.
- (ii) Clause 22 (i) does not apply in the event of an equality of votes in respect of the election of the Chair, or in cases where the Act provides that a matter or amendment is to be determined by lot.

### **23. Voting**

Unless Clause 38 applies when called upon by the Chair the Members of the Board present must vote by a show of hands.

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### **24. Divisions**

- (i) If a division is called by a Member of the Board the vote must be taken by Members of the Board voting in the affirmative first holding up their hands and then those voting in the negative holding up their hands. The Chair must declare the result.
- (ii) The Chief Executive Officer must record in the minutes the names of Members of the Board and whether they voted for or against.

### **25. Suspension of Standing Orders**

Any one or more of the Clauses of this Part may be suspended for a special purpose, including informal discussion by resolution of the Board, providing that such suspension will not enable the introduction of business not appearing on the Agenda except where otherwise provided for in Clause 32.

### **26. Motions**

- (i) Motions must be clear and unambiguous and not be defamatory or objectionable in language or nature.
- (ii) The Chair may require motions to be put in writing.

### **27. Debate**

- (i) A Member of the Board must address the Chair to move a motion or amendment or take part in debate.
- (ii) Once acknowledged by the Chair, the Member of the Board has the floor and must not be interrupted unless called to order or time has expired.

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### 28. Points of Order

- (i) The Chair is the final arbiter of all points of order.
- (ii) A point of order may be taken on the grounds that the matter is:
  - a) contrary to this Local Law;
  - b) defamatory;
  - c) irrelevant;
  - d) outside the Board's power, or
  - e) improper.
- (iii) No Member of the Board shall digress from the subject matter of the motion and discussion or comment upon the words used by any other Member of the Board in a previous debate; and all imputations of improper motives and/or personal reflections on Members of the Board shall be deemed disorderly and contrary to Clause 35.
- (iv) No discussion shall be allowed on any motion for adjournment of the meeting; but if on being put the motion be negatived, the subject then under consideration or the next on the notice paper or any other that may be allowed precedence shall be discussed before any subsequent motion for adjournment may be made.

### 29. Time Limits

No Member of the Board may speak longer than the time set out below unless granted an extension by the meeting:

- (i) The mover of a motion 5 minutes
- (ii) Any other Member of the Board 3 minutes
- (iii) The mover of a motion exercising a right of reply 2 minutes

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### 30. Notices of Motion

- (i) Notices of Motion must be given in writing to the Chief Executive Officer in sufficient time to permit him or her to give notice in the manner and time required for the meeting.
- (ii) The Chief Executive Officer must date and number in a Notice of Motions Book all notices of motion in the order received.
- (iii) No Member of the Board shall propose a motion initiating a subject for discussion at an ordinary meeting of the Board without having first complied with Clause 30 (i).
- (iv) Should a Member of the Board who has given notice of a motion -
  - a) be absent from the meeting; or
  - b) fail to move the motion when called upon by the Chair;then any other Member of the Board may move the motion forthwith or move to defer its consideration.
- (v) Except by leave of the Board, motions shall be moved in the order in which they have been received and recorded by the Chief Executive Officer in the Notice of Motion Book and, if not so moved or deferred, shall be struck out.

### 31. Revocation or Alteration of Previous Resolutions

A Notice of Motion to revoke or alter a previous resolution –

- (i) must be given to the Chief Executive Officer in sufficient time to enable him to give two clear days notice to all Members of the Board;
- (ii) must be deemed withdrawn if not moved at the next meeting at which such business may be transacted; and
- (iii) if it is a second or subsequent notice to revoke or alter an earlier resolution, must not be accepted by the Chief Executive Officer until a period of two months has elapsed after the date of the meeting at which the first or last motion or revocation or alteration was dealt with.

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### 32. Urgent Business

- (i) Business must not be admitted as urgent business unless it:
  - (a) relates to or arises out of a matter which has arisen since distribution of the agenda; and
  - (b) cannot safely or conveniently be deferred until the next Ordinary meeting.
- (ii) The Board may resolve by a majority of those present to admit (without the required notice) an item considered to be urgent business.
- (iii) The Chief Executive Officer may prepare a written supplementary report on any item of business that has arisen since the preparation of the agenda.

### 33. Suspension from Meeting

The Board may suspend from a meeting and for the balance of the meeting any Member of the Board whose actions have disrupted the business of the Board and impeded its orderly conduct.

### 34. Removal from Chamber

The Chair, or the Board in the case of a suspension, may ask any Authorised Officer or member of the police force to remove from the place where the Board is meeting any person who has in his, or its, opinion, committed an offence against this Local Law.

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### 35. Offences

It is an offence –

- (i) for a Member of the Board to not withdraw an expression, considered by the Chair to be offensive or disorderly, and satisfactorily apologise when called upon twice by the Chair to do so;  
Penalty: 2 penalty units.
- (ii) for any person, not being a Member of the Board, who is guilty of any improper or disorderly conduct not to leave when requested by the Chair to do so;  
Penalty: 5 penalty units.
- (iii) for any person to fail to obey a direction of the Chair in relation to the conduct of the meeting and the maintenance of order;  
Penalty: 2 penalty units.
- (iv) for a Member of the Board to refuse to leave the chamber on suspension.  
Penalty: 5 penalty units.

## **PART 3 - ELECTION OF CHAIR**

### **36. Chief Executive Officer to Preside**

The Chief Executive Officer is to preside at any election of the Chair.

### **37. Equality of Votes**

If at any election of the Chair there is an equality of votes it shall be decided by lot which of the Members of the Board having an equal number of votes shall be such Chair.

### **38. Secret Ballot**

The Board may, by resolution, require the election of the Chair to be conducted by secret ballot.

### **39. No Division if by Secret Ballot**

If any election of the Chair or Deputy Chair is conducted by secret ballot, any request for a division must not be accepted.

## **PART 4 - COMMON SEAL**

### **40. When is the Common Seal Used?**

The common seal may be used only on the authority of the Board.

### **41. Who keeps the Common Seal?**

The Chief Executive Officer must keep the common seal in safe custody.

### **42. Signatures to accompany Seal**

Every document to which the common seal is affixed must be signed by one Member of the Board and the Chief Executive Officer.

### **43. Unauthorised use of the Common Seal**

A person must not use the common seal or any device resembling the common seal without the authority of the Board.

Penalty: 20 penalty units.

## **PART 5 - OPERATION AND USE OF LIBRARIES**

### **44. Membership**

- (i) Membership of the Library is free to any person who is able to meet the membership eligibility requirements as determined by the Board, by providing proof of identity and of current residential address, and who has not previously infringed this Local Law.
- (ii) Membership is current for the period of time determined by the Board, unless suspended or cancelled.
- (iii) Membership is granted to applicants who -
  - (a) complete and submit the application form; and
  - (b) satisfy the Chief Executive Officer that he or she is eligible for membership.
- (i) Successful applicants are provided with a Membership Card as proof of membership.
- (iv) Only Members may borrow Library Material.
- (v) Members under the age of 18 are required to have a legal guarantor who satisfies membership eligibility requirements. As part of the guarantee, the guarantor must agree to be responsible for that Member's choice of Library Material to be Borrowed or consulted in the Library.
- (vi) Any refusal or suspension of membership by the Chief Executive Officer may be appealed in writing and referred to the Board for resolution.

### **45. Institutional Membership**

At the discretion of the Chief Executive Officer, Institutional Membership may be granted to any association, society, institution, corporation, partnership, unincorporated body, business or agency whose predominant area of service or normal place of meeting is within the Library service area.

A nominated person is to be responsible for the Library Material Borrowed by that institution.

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### 46. Responsibilities of Members

- (i) Every Member on being issued with a Membership Card must -
  - a) be responsible for the custody of the Membership Card;
  - b) produce the Membership Card when any Library Material is Borrowed and/or as requested by the Librarian;
  - c) report the loss of the Membership Card to the Librarian immediately such loss is discovered;
  - d) be responsible for any Library Material Borrowed on his or her Membership Card prior to their reporting it lost;
  - e) promptly notify any change of address to the Librarian.
- (ii) Members wishing to obtain a replacement Membership Card for one that has been lost, stolen or damaged must provide proof of identity, and pay charges indicated under Clause 49 (iv).
- (iii) A Member or User is responsible for the safe care of all Library Material Borrowed on his or her Membership Card and/or used by him or her in the Library and for the reporting of any damage.
- (iv) If Library Material is lost or damaged beyond repair, or if it is stolen from a Member or User, he or she must pay to the Board the full replacement cost as determined by the Board, plus any administrative charges.
- (v) The legal guarantor for a Member under the age of 18 years is responsible for payment of all relevant fees and charges, to make good the loss or damage to any Library Material while borrowed on the Member's Card, and for the return of that Library Material.

### 47. Cancellation / Suspension of Membership

The Chief Executive Officer may permanently or temporarily suspend or cancel the membership of any Member who retains Library Material beyond the Due Date or who loses or damages Library Material. A Membership Card is cancelled if not used within a time determined by the Board.

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### 48. Borrowing of Library Materials

- (i) The Board may determine the maximum number of Library Material which may be borrowed at any one time.
- (ii) The time period for which Library Material may be borrowed is determined by the Board. The period for which different Library Material may be borrowed may vary. A method established by the Board will be used to indicate to the Member the Due Date for the return of Borrowed Library Material.
- (iii) All Borrowed Library Material must be returned to the Library by the Due Date or when earlier recalled.
- (iv) A Member may be required to pay a charge as determined by the Board for retaining Borrowed Library Material beyond the Due Date. The Librarian shall be under no obligation to send any notice regarding Borrowed Library Material not returned to the Library by the Due Date or any other outstanding charges incurred. Failure to send or receive such notice shall not be an excuse for non payment of such charges. Any liability incurred under this clause or for any other Charges or Fees may be required to be discharged before any other Library material may be borrowed by a Member with any outstanding charges or fees.
- (v) No Library Material shall be deemed to have been returned to the Library unless it has been handed to the Librarian or left in a place or receptacle designated for the return of Library Material, or despatched to the Library by post or other means approved by the Chief Executive Officer. Library Material returned by post shall not be deemed to be returned until received by the Librarian.
- (vi) A Member may apply for an extension of the time for the Due Date for Borrowed Library Material. Such extensions will be granted only once. Extensions will not be granted if the Library Material has been reserved by another Member, or has been kept more than 28 days beyond the Due Date; or if there are infringements on that Member's card.
- (vii) At all times such extension of Due Date will be granted at the discretion of the Chief Executive Officer.
- (viii) Any Library Material, other than what are categorized by a Librarian as a Bestseller, available to be borrowed may be reserved by a Member. The Library will notify the Member when the Library Material is available to be borrowed. The Member may be required to pay a non-refundable fee determined by the Board for this service. Payment of the fee does not guarantee the provision of the reserved Library Material to the Member.
- (ix) Where any Library Material is designated 'reference' or 'not for loan' or 'non-circulating', it may not be borrowed except by approval of the Chief Executive Officer.
- (x) Library Material may be borrowed at the discretion of the Chief Executive Officer by other library services.

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### 49. Fees and Charges

Any Member borrowing any Library Material or Member or User using any Library Services shall be subject to any fees and charges determined by the Board from time to time for -

- (i) reservation of Library Material including those obtained on inter-Library Loan from another source;
- (ii) photocopies, or other printout copies which will remain the property of the member;
- (iii) the return of Library Material after the Due Date or extended Due Date;
- (iv) the replacement of lost, stolen or damaged Membership Cards;
- (v) the cost of the replacement of items lost, stolen or damaged while Borrowed plus administrative costs related to the replacement of Library Material;
- (vi) the replacement of Library Material damaged in the Library;
- (vii) Library Services and such other purposes as the Board determines; and
- (viii) Library Material not returned, or proper restitution made when requested.

### 50. Access and Use

- (i) The Library will be open to the public during such hours as the Board may determine.
- (ii) Any person may have access to the Library for the purpose of using the services and facilities within the library during the hours it is open to the public subject to compliance with this Local Law.
- (iii) No person other than Library staff or persons duly authorised by the Chief Executive Officer may enter or remain in the Library except during the hours of opening.
- (iv) A person may have access to all items in the collection of Library material in the Library for consultation on the premises except that some items may be on restricted access because of rarity, physical conditions, embargo on use determined by donors, or by legislation.
- (v) No person may remove from the Library any Library Material which they have not borrowed.
- (vi) A member has access on equal terms to all Library Material available to be borrowed except where restricted by legislation.
- (vii) Use of the Internet facilities and Personal Computers within the Library is conditional upon compliance with any Internet Policy which the Board may

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adopt from time to time and which shall be published and made available to all Library Users.

- (viii) The Corporation is not liable or responsible for any cost incurred, loss, injury or damage to or caused by any person under the age of eighteen (18) years as a result of the retrieval of data or material accessed through the Internet while using the Internet facilities at the Library.

### 51. Control of Libraries

- (i) Any person on Library premises is subject to the authority of the Librarian or an Authorised Officer.
- (ii) Any person on Library premises must abide by the provisions of this Local Law.
- (iii) The Librarian or an Authorised Officer may request any person who activates or apparently activates the Library's security alarm to produce the contents of their bags, pockets, containers or other things adapted to the carrying of goods to ascertain, or attempt to ascertain, the cause of the activation of the security alarm.
- (iv) The Corporation shall not be liable for any injury or damage to, or caused by any act or omission of any child under the age of five (5) years who is in the Library.
- (v) Any child who is in the library without a parent or guardian present after the time designated for closing the Library to members of the Public may be placed in the custody of a member of the Victoria Police.

### 52. Temporary Cessation or Admission

The Chief Executive Officer, Librarian or an Authorised Officer may at such times as are deemed fit:

- (i) close the Library premises or any part thereof for any purposes or temporarily suspend admission or service or clear the premises of any person for any purpose; or
- (ii) refuse admission or service to any person who, in the opinion of the Chief Executive Officer, Librarian or Authorised Officer, is causing or likely to cause offence, risk or intrusion upon any other person or property on the Library premises.

## LOCAL LAW 2000 NO. 2 OF 2000

### 53. Conduct in the Library

A person must not, while in the Library:

- (i) commit any nuisance;
- (ii) eat, drink or smoke;
- (iii) destroy, damage or interfere with any Library property;
- (iv) act contrary to any sign; or
- (v) act contrary to any lawful direction of the Librarian or Authorised Officer, including a direction to leave for breach of the Local Law or any other law.

### 54. Offences

Any person who commits an offence against this Local Law must –

- (i) give his or her name and address to the Librarian or an Authorised Officer if requested to do so; and
- (ii) leave the Library immediately upon being requested by the Librarian or an Authorised Officer if told to do so.

### 55. Hire of Library

The Chief Executive Officer, Librarian or an Authorised Officer may rent out or make available for hire the Library or any designated part or parts thereof to such organisations or groups and for such purposes as are consistent with Board or Council policy.

### 56. Circumstances Not Provided For

If any circumstances arise which are not provided for in this Section the Chief Executive Officer, Librarian or Authorised Officer is empowered to make a decision regarding the appropriate course of action in order to resolve the issue in dispute.

## **PART SIX - ENFORCEMENT AND PENALTIES**

### **57. Enforcement and Penalties**

The Board may by resolution institute proceedings in the corporate name of the Corporation for the enforcement of any provision of this Local Law and the recovery of any penalty.

The penalty for any offence against the provisions of this Local Law which is not specifically indicated shall be up to 2 penalty units.

**LOCAL LAW 2000 NO. 2 OF 2000**

Resolution for making this Local Law agreed to by the Board of the Eastern Regional Libraries Corporation on the Fifth day of June, 2000.

**THE COMMON SEAL of the BOARD**            }  
**OF THE EASTERN REGIONAL LIBRARIES**       }  
**CORPORATION** was hereunto affixed       }  
in the presence of:                               }

..... Member of the Board

..... Chief Executive Officer

Notice of the confirmation of the Local Law was inserted in the Victoria Government Gazette dated the Thirtieth day of March 2000 at page no. 588.

A copy of this Local Law was sent to the Minister responsible for Local Government on the Fifth day of June 2000.