

## **The Community Library Project: Code of Conduct**

**Objective:** To ensure a welcoming and safe environment for all members of TCLP.

### **1. Respect for Others:**

- All members and visitors must treat each other, and library staff with respect and courtesy.
- Members should familiarise themselves with key library policies on 'All Are Welcome', respectful conduct, safety and other such policies as displayed on notice boards in the library.
- The library is an anti-caste, feminist, and inclusive space that welcomes all people from all religions.
- Harassment, discrimination, or any form of abusive behavior will not be tolerated.

### **2. Proper Use of Library Resources:**

- Library materials, including books, magazines, computers, and other equipment, must be handled with care.
- Use of library computers and internet access on your own devices must be in accordance with library policies.

### **3. Safety and Emergency Procedures:**

- Carrying sharp or potentially dangerous items that could cause harm to oneself or others is strictly prohibited. This includes knives, scissors, and other hazardous objects.
- Do not tamper with fire alarms, extinguishers, or other safety equipment.

### **4. Child Safety:**

- As per TCLP's child safety policies, adult members will not engage with children for long durations, or on a regular and ongoing basis.
- Adults who are not accompanied by children should avoid entering areas designated specifically for children.
- Report any suspicious behavior involving the safety of children to library staff immediately.
- The library is a no-bullying zone; any form of bullying, whether verbal or physical, will not be tolerated and will be treated as a serious violation.

### **5. No Smoking, Alcohol, or Drugs:**

- Smoking (including cigarettes and e-cigarettes), consuming alcohol, and using or possessing illegal drugs are strictly prohibited within the library premises.
- Anyone found violating this rule will be asked to leave the library immediately and may face further disciplinary action.

### **6. Consequences of Violations:**

- Violations of the code of conduct may result in a warning, suspension, or termination of library privileges.
- As part of legal mandates, serious offenses may be referred to the appropriate authorities for further action.

### **Review and Amendments:**

- This code of conduct is subject to periodic review and may be amended as necessary.

By adhering to this code of conduct, we can ensure that our library remains a welcoming and resourceful place for all members and visitors. Thank you for your cooperation.

