



Friends of the National Library of Australia Inc.
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Email: friends@nla.gov.au | Website: nla.gov.au/friends

MEMBERS CODE OF CONDUCT

Consistent with its Rules of Incorporation, the Friends of the National Library of Australia is committed to providing a welcoming and safe environment for its Members. This Code outlines the conduct we expect. It may be reviewed from time to time by the Committee of the Friends of the National Library.

General Conduct

Members of the Friends of the National Library must comply with visitor behaviour rules under the National Library Regulations 2018. A copy of the Regulations is available at <https://www.nla.gov.au/about-us/corporate-documents/policy-and-planning/code-conduct-readers-and-visitors>.

In particular:

1. Library material, including books, is not to be taken into the Friends Lounge.
2. Consistent with Library Regulations, only bags or containers smaller than 300mm x 300mm x 300mm can be taken into the Lounge - anything larger will need to be stored in the lockers on LG1. Any bags or containers must be offered for inspection if requested by security staff.

What the Lounge is:

The Lounge is a shared social space where people can enjoy a chat, a read, refreshments. It is a special place just for Friends of the National Library and their guests.

The Lounge is often used for research or study but is not a designated quiet space. If the noise level in the Lounge is not to your liking, we recommend using the Main Reading Room.

The Lounge is not a place for you to conduct a business.

The Lounge is not a bookable venue. However, it may be used for Friends and Library events at the discretion of the Committee. Members will be notified in advance of any planned events or temporary closure of the Lounge.

In the interests of safety, security cameras operate in the Friends Lounge.

In case of emergency:

- If you see anything that concerns you, please contact the Friends Executive Officer (6262 1551) or Security (6262 1376).
- In an emergency, please call 6262 1313. In the event of an emergency, you must follow the directions of Library and/or security staff.

Your responsibilities as a Friend:

- You and your guests must sign in and out when you visit the Lounge.
- You'll need to have your Member card with you. Security and staff may ask to see it.
- Be respectful and courteous to fellow Members, Library staff and security and other Library users.
- Keep your voice to a normal speaking level.
- We welcome children in the Lounge. If needed, please use the baby change room on Lower Ground 1.
- Please use headphones when taking phone calls or using audio content.
- Please leave the Lounge as you found it and remove any papers or rubbish when you have finished.
- Please don't move or damage any items of furniture, many of these are heritage items.
- Personal items left unattended may be removed by security staff.
- Members must leave the Friends Lounge at closing time or if requested to do so by the Executive Officer, security staff, or the Library's 'Authorised Officers'.

For guests in the Friends Lounge:

- Friends Members are welcome to sign in two guests.
- Guests are the Member's responsibility, are to be accompanied by the Member, and comply with the Code of Conduct at all times.
- If your guests wish to visit on a regular basis, we ask that they become Members.
- We welcome small Library-related groups such as book clubs, but the majority of the group are to be members, and you need to advise the Executive Officer in writing at friends@nla.gov.au. Remember, your group must share the Lounge with other Members.

If you don't abide by the Code of Conduct:

- You may be spoken to by security staff about the issue, and directed to leave.
- You'll receive a written letter outlining the complaint and asking you to refrain from the behaviour.
- If you still fail to comply and the misbehaviour continues, your membership of the Friends may be reviewed by the Friends Committee in accordance with the Rules of Association.

Revised February 2023