



## LibriKa House regulation

The city of Brunico is owner and consignee of the building where the public library of Brunico, the university library, the city archive and a branch office of the „Bibliotheksverband Südtirol“ are hosted.

This house regulation clarifies the behaviour ways inside the building and in its external spaces.

The head of the public library of Brunico executes administrative powers. These powers can be delegated to other library workers.

The guidelines of the staff must be respected. The users must provide their identity through valid documents if they are asked to do it.

Who violates the house regulation will be expelled from the building for one day. If the violations are continuously repeated, a limited or unlimited suspension from the usage of the building will be imposed.

Everyone who enters in the building must be aware of the LibriKa house regulation in the current text. This regulation will be clearly exposed to everyone near the entrance and on the first, second, third and fourth floor.

Inside the building, the following rules must be respected:

- Everyone must behave in an appropriate way, in order to not bother other people
- Loud conversations are prohibited inside the building
- It is not allowed to make phonecalls inside the building. Listening to music is only possible with headphones.
- The library is not a playground. It is prohibited to run, jump, playing chasing games ... in the floors and in the stairway.
- Children under 12 years can use the lift only with a legal tutor
- It is forbidden to smoke in the entire building and in the terraces
- It is not allowed to drink alcohol in the building
- It is not allowed to enter the building with roller skates, inline skates, skateboards, bicycles, monocycles, scooters or similar objects.
- Working spots must be left cleaned and in order (crumbs, plastic bottles ... on the tables must be removed, the wastes must be eliminated in the right way)
- Found objects must be given to the counter on the ground floor. They will be conserved for one month. High value objects will be given to the lost objects office of the city of Brunico
- It is allowed to expose informative material only if agreed with the library staff and only in the chosen spaces
- The fire exit can be used only in emergency cases.
- Staying in the building is allowed only in the ordinary opening times. Participating to the venues which take place out of ordinary times is the only exception allowed.
- The space in front of the building is meant to be kept clean. Jars, bottles, paper dishes and casings ... must be discarded

People with a special permission have the right to enter the building also outside the opening times. What also regards them is that:

- Each person who enters the building must be sure that the entrance door closes behind her/him and that nobody without a special permission has the possibility to have access to the building.
- The lift cannot be used, except for people with a physical handicap
- There are devices for the automatic loan: it is not allowed to take media out of the library without registering them correctly
- It is not allowed to use technical devices in the public library floors, except the ones for the automatic loan.

The city administration has the right to execute controls also outside the ordinary opening times.