

BIRKDALE COMMUNITY HUB AND LIBRARY

TERMS OF USE

Acceptance of Terms

Your access to and use of the Birkdale Community Hub and Library, its website and The Station Master's House (collectively known in this document as "BCHL") is subject exclusively to these Terms and Conditions. You will not use BCHL for any purpose that is unlawful or prohibited by these Terms and Conditions. By using BCHL you are fully accepting the terms, conditions and disclaimers contained in this notice. If you do not accept these Terms and Conditions you must immediately stop using BCHL.

Changes to Terms

BCHL reserves the right to change these Terms and Conditions at any time, and your continued use of BCHL following any changes shall be deemed to be your acceptance of such changes.

The Station Master's House

The Station Master's House contains two meeting rooms, a computer room, a library area and small outdoor area all of which are available for community use and for hire. Any users of the premises must become members of the library, which is free to join.

Users shall follow best practice in relation to health and safety and safeguarding issues and comply with BCHL health and safety and safeguarding policies.

The premises must not be used for any unlawful or immoral purpose or for the sale of alcohol.

Users must behave in a responsible manner with consideration and respect for other users. All users must comply with all reasonable requests of BCHL volunteers in relation to conduct on the premises.

Users must not misuse or damage fixtures and fittings, furniture or equipment provided on the premises.

Any computer equipment brought in by users must be compatible with the available power supply and connections and must comply with all applicable safety standards.

The kitchenette is available for use only by BCHL volunteers except by arrangement with the managers.

Users must keep the premises, including the toilets, in a clean and tidy condition.

Library

Overview

- The library is in a converted Victorian House on Birkdale Station.
- The key partners in the project are Network Rail (owner of the building), Merseyrail (which leases the building from them), the general public from the locality and local businesses. Birkdale Community Hub and Library has been a tenant of this building since November 2019.
- Birkdale Community Hub and Library is a registered charity, number 1153611
- The library is staffed by volunteers, who are managed by the volunteer managers.
- Library organisers of activities, and staff report to the panel of trustees.
- The users are local people, defined as those who live or work in or near Birkdale, or who have a regular connection to the area. There is special emphasis on providing services to key groups, like the over 60s, pre-school children and their parents, school pupils, and job seekers.

Library aims and objectives

- To provide a community facility after the closure of Birkdale Library, which was closed by Sefton Council in December 2013. Friends of Birkdale Library became the group now known as Birkdale Community Hub and Library. The library has no connection with Sefton Libraries.
- To promote recreational and educational reading, through providing a range of fiction and non-fiction, displays, promoting literary events like World Book Day, publicising new stock in newsletters, and setting up reading groups.
- To provide a balanced range of materials free from political, religious or other bias.
- To record and catalogue stock on the library management system, and provide access to this information online via our website and by PC in the library and to manage the stock for the maximum benefit of users.
- To provide a pleasant, friendly and safe space for local people, which can be used for many activities.
- To provide printed information like leaflets and brochures from local organisations, excluding advertisements and commercial material.
- To liaise with local organisations to assess need.

Collection Development Policy

- Most stock will be donated, or purchased with sponsorship money and gifts.
- Donations will be rigorously selected to create an attractive, coherent and useful collection, all catalogued on the library management system (SLLS).
- Stock selection will be based on age and physical condition. (Excellent condition and publication date no older than 10 years, at the discretion of the librarians). Exceptions will be made to this for local history books and literary texts, as these texts do not date, and for older books of exceptional interest.
- The collection will, in the main, be made up of single copies of books, as limited space makes it not feasible to house multiple copies of single titles.

- Paperbacks are preferred, especially for fiction, as they take up less space and cost less to jacket than hardbacks. However, hardbacks are acceptable for newly published fiction which is not yet in paperback.
- Stock will be selected according to demand for particular authors, titles and genres, once the library has been operating for an initial period.
- Sponsorship from local businesses and individuals will be administered by the trustees. Records will be kept of sponsors, and sponsors could receive a message of thanks and an appropriate book plate could be added to stock. Gifts over a designated amount can be publicised by a press release. Sponsorship gives no right to businesses or individuals to influence library collection development.
- Future developments could include non-book materials like periodicals, author visits, creative writing workshops, depending on funding.
- Discard policy- books will be removed from the collection when physical condition deteriorates, or if content becomes obsolete.

Staffing policy

- A minimum of three volunteer staff will be on duty each session
- Staff will be trained in library procedures by the librarians, who will produce training material and a procedures manual.

Member policies

- Members have to be registered by providing personal details including name, address, email address, telephone number, either online or on paper. Proof of address, such as driving licence, utility bill etc, should be checked by a member of staff, when the user collects their library card. Members have to register, even if they only wish to attend classes. Children under 16 should have the permission of a parent or guardian to be registered. Proof of parent/guardian address should be checked by a member of staff. They should also provide their child's DOB.
- Users enter the building to use the library facilities, computers or to attend a specific activity. They must not smoke, eat, bring alcohol in or bring pets other than service animals. They should behave with respect towards other library users and library facilities. If their behaviour causes concern, they can be asked to leave the building. The managers can authorise a ban if appropriate.
- Users will be treated equally, and not discriminated against on the grounds of race, gender, disability etc. They will be treated in accordance with current legislation, and their data protected in accordance with GDPR legislation.

Loan policy

- All loans must be registered by the volunteer on reception.
- 4 books can be borrowed for a 28 day loan period.
- Books can be renewed if not reserved by other users. Books can be renewed 4 times. Reserved books cannot be renewed.
- Books can be reserved.
- No fines are charged. However a contribution or replacement book can be accepted in the case of loss or damage.
- Reminders will be sent out to users, by email, after items have been overdue for one week. If users do not have an email address, they will be reminded by

telephone. Reminders will be sent to parents/guardians of children below the age of 16. An additional reminder will be sent 2 weeks after the first.

- If books are not returned, the user will not be able to borrow more items.

Website

In accessing the website you agree that you will access the content solely for your personal, non-commercial use. None of the content may be downloaded, copied, reproduced, transmitted, stored, sold or distributed without the prior written consent of the copyright holder. This excludes the downloading, copying and/or printing of pages of the website for personal, non-commercial home use only.

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The website is provided on an "AS IS" and "AS AVAILABLE" basis without any representation or endorsement made and without warranty of any kind whether express or implied, including but not limited to the implied warranties of satisfactory quality, fitness for a particular purpose, non-infringement, compatibility, security and accuracy.

Every effort has been made to ensure a safe and secure email submission process but users contacting BCHL do so at their own discretion and provide any personal details requested at their own risk.

To the extent permitted by law, BCHL will not be liable for any indirect or consequential loss or damage whatever (including, without limitation, loss of business, opportunity, data, profits) arising out of or in connection with the use of the website.

BCHL makes no warranty that the functionality of the website will be uninterrupted or error free, that defects will be corrected or that the website or the server that makes it available are free of viruses or anything else which may be harmful or destructive.

Indemnity

You agree to indemnify and hold BCHL and its volunteers and agents harmless from and against all liabilities, legal fees, damages, losses, costs and other expenses in relation to any claims or actions brought against BCHL arising out of any breach by you of these Terms and Conditions or other liabilities arising out of your use of BCHL.

Privacy Policy

Your personal information is kept private and stored securely until a time it is no longer required or has no use, in accordance with the Data Protection Act 1998 and Birkdale Community Hub and Library's Privacy Notice, which is displayed on the website and within the library.

The personal information we process is provided to us directly by you to enable us to provide a community service at the Birkdale Community Hub and Library for the benefit of the public.

Your personal data will be treated as strictly confidential and will only be shared with other members of BCHL in order to inform you of news, events and other activities at BCHL. We will not share your data with third parties without your explicit consent.