



**GEORGES  
RIVER  
COUNCIL**

# **LIBRARY USE AND MEMBERSHIP POLICY**

*September 2017*

## POLICY ADMINISTRATION

<b>Dates</b>	Policy approved 04/09/2017 This policy is effective upon its approval. Policy is due for review 09/2021
<b>Approved by</b>	Council Meeting 04/09/2017 Council Resolution CCL205-17
<b>Exhibition Period</b>	6 June 2017 – 6 July 2017
<b>Policy Owner</b>	Manager Library Services, Community and Culture
<b>Related Documents</b>	Georges River Council Library Collection Development Policy
<b>References &amp; Legislation</b>	<u>Children and Young Persons (Care and Protection) Act 1998 (NSW)</u> <u>Children's Policy Guidelines for NSW Public Libraries (2013)</u> <u>Copyright Act 1968</u> <u>Library Act 1939 (NSW)</u> <u>Library Regulations 2010 (NSW)</u>
<b>Document Identifier</b>	Policy #: Pol-033.01 Doc #: D17/107608
<b>Breaches of Policy</b>	Breaches of any policy will be dealt with and responded to in accordance with adopted codes and/or relevant legislation.
<b>Record Keeping</b>	All documents and information obtained in relation to the implementation of this policy will be kept in accordance with the NSW State Records Act 1998, Georges River Council's Corporate Records Policy and adopted internal procedures.

## PURPOSE

This policy describes the conditions of use as well as the privileges and responsibilities of membership of Georges River Libraries.

## SCOPE

This policy applies to any person or organisation who:

- uses Georges River Library buildings, collections, resources or services
- becomes a member of Georges River Libraries

## DEFINITION OF TERMS

Term	Meaning
<i>Collection</i>	Items held by the Library, in hard copy or digital copy, for loan, electronic access or for use within the Library, including books, magazines, DVDs, CDs and electronic resources
<i>Electronic Resources</i>	Resources that are available online and accessed through the internet including eBooks, audiobooks, digital magazines, journals, films and music.
<i>Georges River Libraries</i>	The public libraries provided by Georges River Council.
<i>Library Items</i>	Physical items held by the Library for loan, or for use within the Library, including books, magazines, DVDs, CDs as well as resources such as computers, equipment and furniture

## POLICY STATEMENT

Georges River Libraries provide welcoming locations and online spaces that support the informational, cultural, recreational and educational needs of our diverse community. Membership is offered to allow people to equitably access and borrow the library's collections, resources and services.

### 1. Conditions of Library Use

The Library is a public space that is shared by the whole community.

1.1. Visitors must:

- Care for the collections, equipment and furniture they use
- Respect other Library users
- Comply with the directions of Library staff

- Comply with the restrictions to copying that are set out in the Copyright Act 1968
- Only eat or drink in designated areas
- Not behave in a way that will endanger themselves or others
- Not conduct commercial business without prior approval of the Library Manager

## 1.2. Unattended Children

- Children under 10 years of age must be supervised by their parent or guardian
- Unsupervised children can be at risk in any public place, including public libraries. Library staff do not supervise children in the library, and there is a risk that unattended children may leave the library at any time, hurt themselves, or be approached by strangers. In addition, libraries do not have the facilities to attend to children who are sick, injured or hungry.
- Children left unattended in a public library may be classed as a child or young person at risk of harm under s. 23 of the Children and Young Persons (Care and Protection) Act 1998 (NSW) and may be reported as such to the Director-General of the Department of Family & Community Services. Parents who leave a child unattended in a public library are exposing their child to potential harm, and may be committing an offence under s. 228 of the Children and Young Persons (Care and Protection) Act 1998 (NSW).
- Young children left alone in a library can become distressed, bored or disruptive. Young people who disturb other library users may be removed from the Library under clause 17 of the Library Regulation 2010 (NSW).

## 2. Conditions of Library Membership

### 1.1. Who can apply for membership

1.1.1. Library membership is available to permanent residents of NSW who are aged 16 or older.

- Applications by non-permanent residents of NSW must be supported by a guarantor who is a current Library member.
- Applications by people younger than 16 years of age must be supported by their parent or legal guardian.

1.1.2. Library membership is available to organisations that are based in and operate within the Georges River area.

- Applications by an organisation must be supported by a formal resolution of that organisation and nominate a representative to take membership

## 1.2. Privileges of membership

1.2.1. Library members may:

- Borrow library items that are available for loan
- Place a hold on library items that are on loan
- Make a booking of Library resources, including rooms and equipment, subject to availability
- Make suggestions for purchase, subject to the Library Collection Development Policy
- Request an inter library loan of items that are not held in the collection

## 1.3. Responsibilities of membership

1.3.1. Library members are personally responsible for:

- Fines related to loss or damage of library items they are using or have on loan
- Any use of their Library card
- Outstanding fines on any other library account that has been guaranteed by the library member
- The consequences of their actions within the Library including but not limited to their use of the Library's WIFI, computers, collections and other equipment

1.3.2. Library members must:

- Carry their Library card when using the Library
- Take care of Library items
- Return Library items on or before their due date
- Pay fines accrued on their Library account
- Report the loss of their Library card
- Report damaged Library items before borrowing them

### 1.3.3. Library members must not:

- Damage any Library items
- Use Library items for any illegal purpose
- Copy any items in the Library collection in a way that will breach the restrictions set out in the Copyright Act 1968

## RESPONSIBILITIES

Position	Responsibility
<i>Library Manager</i>	<ul style="list-style-type: none"><li>• Provide a point of contact about the meaning and application of this policy.</li><li>• Ensure policy is included on Council's policy register and record management system.</li></ul>
<i>Coordinator Operations</i>	<ul style="list-style-type: none"><li>• Update the policy when necessary to ensure it is current.</li><li>• Implement communications, education and monitoring strategies.</li></ul>
<i>Library Management Team</i>	<ul style="list-style-type: none"><li>• Investigate breaches and enforcing compliance.</li></ul>

## VERSION CONTROL AND CHANGE HISTORY

Version	Amendment Details	Policy Owner	Period Active
KCC	Former Kogarah Council Library Membership Policy discontinued	Manager Library and Cultural Services	22/02/2016 – 03/09/2017
1.0	Complete new Georges River Council Library Use and Membership Policy	Manager Library Services	04/09/2017