

MCKINLAY SHIRE COUNCIL

LOCAL LAW POLICY NO. 23

(LIBRARIES)

Title: Local Law Policy No. 23 - (Libraries)
To be read with: Local Law No. 23 - (Libraries)
Date Resolved: 21st November 1995

SUMMARY OF PROVISIONS

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2. Objects
3. Library membership
4. Application for membership
5. Rights of membership
6. Obligations of membership
7. Restrictions of membership
8. Local law provision

Citation

1. This local law policy may be cited as Local Law Policy No. 23 - (Libraries).

Objects

2. The objects of this local law policy are to:-
 - (a) provide for a library service that effectively meets the needs of the community; and
 - (b) confer the necessary powers for the administration, management and control of a library and library services; and
 - (c) provide for the protection of library resources.

Library membership (To be read with section 10 of the Local Law)

3. For the purpose of section 10 of the Local Law, rules governing library membership are:-
 - (a) All residents of McKinlay Shire, whether library members or not, have the right to be informed of the full range of library services available to them and their entitlement to these services free of charge.
 - (b) Library membership is not required for use of library resources on library premises.
 - (c) Library membership is available free of charge to all residents of McKinlay Shire, whether home owners or living in rented accommodation.

- (d) Library membership is available free of charge to all residents of McKinlay Shire and other Shires with which arrangements have been made for reciprocal use of library services.
- (e) Library membership is available free of charge to institutions or community organisations operating within McKinlay Shire.
- (f) Temporary library membership is available to visitors upon payment of a refundable deposit of \$30 for individuals or \$40 for families.

Application for membership (To be read with section 11 of the Local Law)

4. For the purposes of section 11 of the Local Law, rules governing an application for membership are:-
- (a) Borrowing of library materials can take place only after completion of application for membership and proof of identity and residence to the satisfaction of the library staff.
 - (b) An adult applying for library membership must provide details for the completion of an enrolment form and sign a statement binding them to abide by the conditions of membership outlined on the form.
 - (c) An applicant for library membership under the age of 18 years must have their enrolment form endorsed by a parent or guardian, acknowledging responsibility for the supervision of the child's library use including responsibility for payment for materials lost or damaged while on loan to the child.
 - (d) Application for institutional membership must be made by an authorised officer of the organisation. Their endorsement of the enrolment form acknowledges responsibilities of membership on behalf of the organisation.

Rights of members (To be read with section 14 of the Local Law)

5. For the purposes of section 14 of the Local Law, the rights of members are:-
- (a) A library member, whether adult or child, is entitled to borrow up to 10 items for a period of up to 2 weeks.
 - (b) Members with special needs such as those living in remote locations or school teachers are entitled to extended loan limits.
 - (c) Loan limits for institutional members are to be set according to the needs of each group.
 - (d) All loans can be extended beyond the date due by phone or in person provided the materials on loan are not reserved for other library users or are on an unextendable short term loan from another library. Where an extension is unavailable for these reasons the option to re-request the item should be made available.
 - (e) The reference collection is only available for use on library premises.
 - (f) The availability for loan or certain materials may be restricted when they are in heavy demand to maximise access to these materials to library users.

- (g) No other restriction on the basis of content is to be made on the availability of library materials.
- (h) The library member and other users have the right to assistance from library staff in accessing and using library tools and materials.
- (i) The library member and other users have a right to an explanation by library staff of the full range of services and collections available at or through the library.
- (j) The library member has the right to request that materials or information not available in the library be acquired by library staff and to be informed of their arrival or unavailability.
- (k) The library member has the right of access to the library at convenient times and to be able to return library materials outside library opening hours.

Obligations of membership (To be read with section 14 of the Local Law)

6. For the purposes of section 14 of the Local Law, the obligations of members are:-

- (a) The library member is obliged to have the loan of all materials recorded before taking them from the library.
- (b) The library member is obliged to return or request to extend the loan of borrowed materials on or before date due.
- (c) The library member is obliged to inform library staff of any loss of or damage to materials on loan to them, their children or institutions whose membership application they endorsed.
- (d) The library member is obliged to arrange for payment for any materials lost or damaged while on loan to them, their children or institutions whose membership applications they endorsed.
- (e) The replacement cost for lost or damaged materials is to be based on average prices furnished by the Public Libraries Division of the State Library of Queensland or on cost price for non-standard items.
- (f) Other than payment for lost or damaged materials and charges for photocopying, there will be no charge for library services.

Restriction of membership (To be read with section 16 of the Local Law)

7. For the purposes of section 16 of the Local Law, rights of library membership or use can be temporarily restricted or suspended if:-

- (a) The member fails to return library materials or to pay for lost or damaged materials.
- (b) The member persistently requires accounts as a reminder to return borrowed materials, having ignored warnings of this proposed action.
- (c) The members or users behaviour disturbs other library users or staff and they do not desist from this behaviour when requested to do so by library staff.

Local law provision (To be read with section 23 of the Local Law)

8. Section 23 of the Local Law provides the authority under which these local law policies are made.