



Policy Type:	Administrative
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Legal (Parent):
1. Local Government Act 1995 (As Amended) – Section 2.7(2)(b).

Legal (Subsidiary):
1. Library Board of WA Act and Regulations (As Amended).

ADOPTED POLICY	
Title:	LIBRARY – CIRCULATION SERVICE
Objective:	To define the nature of library lending services, and the conditions of use.

1.0 Library Materials - Definition

The term 'Library Material' shall include books, magazines, pamphlets, periodicals, newspapers, audio cassettes, videos, DVD's, compact discs, CD ROMs. Jigsaw puzzles and such other items as may be added to library collections.

2.0 Selection of Library Materials

2.1 It shall be the purpose of library collections:

- (a) To provide information on any subject which may be of value to the community, and to support the community's need for intellectual recreation.
- (b) To encourage and promote literature and library use.
- (c) To represent, as far as possible, all views equally and impartially on any subject.

2.2 Professional staff shall select library materials from titles made available by the State Library of WA, and shall purchase materials using Council funding.

2.3 Concerns about collection content expressed by individuals or groups within the community shall be considered their merits.

2.4 Donations to the library collections shall be accepted, conditional upon the City's reserving the right to:

- (a) Direct the material to the State Library of WA for consideration as an addition to the state wide stock.
- (b) Sell the material in accordance with the provisions of the Schedule of Fees and Charges.

3.0 Organisation of Library Materials

3.1 Library materials shall be arranged in appropriate collections (e.g. adult lending, children, reference), organised according to the principles and standards usual for public libraries.

3.2 Appropriately qualified and trained staff shall maintain library collections in good order and repair in order to maximise ease of access to collections for library users.

4.0 Lending of Library Materials

4.1 The maximum number of items and the length of loan periods shall be as determined by the Manager Library Services.

4.2 Where possible, inter library loan requests will be initiated for items required by users, but not held in the City's library collections.

4.3 Items which are in the reference collections shall not be available for loan.



5.0 Unreturned and Damaged Library Materials

5.1 Borrowers shall be responsible for:

- (a) The cost of library materials borrowed by them but not returned.
- (b) The cost of repair or replacement of items damaged.

5.2 Where the borrower is under the age of 18 years, responsibility for costs shall rest with the borrower's parent(s) or guarantor, in accordance with Clause 6.1(d) below.

6.0 Membership

6.1 Conditions of Membership

- (a) Membership of the City's libraries shall be available to all persons.
- (b) Membership may be obtained, subject to 6.1(d) below, by an applicant.
 - (i) Satisfying the requirements of the Regulations made pursuant to the provisions of the Library Board of WA Act.
 - (ii) Presenting for inspection by a library staff member, identification documents which include details of current address and signature.
 - (iii) Providing a 'second contact' address, which may be a work address, or the home address of a relative or acquaintance, preferably in the Perth metropolitan area.
- (c) The 'second contact' address may only be used by a Council Officer to try to contact a member concerning library business, when it has not been possible to contact the member at the address shown on the library membership.
- (d) Persons under the aged of 18 years who apply for library membership shall be required to have the Library Membership Register signed by one of their parents, or other guarantor who will accept financial responsibility for materials borrowed.
- (e) A deposit, as determined in the Schedule of Fees and Charges, shall be required to be lodged with the Council by applicants for membership, who are:
 - (i) Temporary residents, including those in occupation of sites at caravan parks.
 - (ii) Unable to provide proof of current address and signature. Deposits shall be refunded when all library materials and membership cards are returned and memberships cancelled, or upon provision of satisfactory proof of current address and signature.

6.2 Membership Card

- (a) On satisfactory completion of the conditions required for membership, one only library membership card shall be issued to the applicant, with the advice that:
 - (i) The member is responsible for all items borrowed on the card.
 - (ii) If the card is lost or stolen, the matter should be reported to a library without delay.
- (b) If a card is lost or damaged, a replacement card shall be issued at the borrower's request, at a cost as determined in the Schedule of Fees and Charges.

6.3 Fines for Loans Returned Late

- (a) Library members returning loans after the due date shall be fined an amount as determined by Council.
- (b) The amount of the fine shall be included in the Schedule of Fees and Charges.
- (c) Applications for cancellation of fines shall be submitted in writing to the Executive Community Services for determination.

7.0 Banning and Suspension of Library Membership and/or Use

7.1 Definition

- (a) The term 'banned' shall mean that a person to whom the term is applied owes the City money for library materials not returned or damaged, and is barred from further borrowing of materials.



- (b) The term 'suspended' shall mean that a person to whom this term is applied is barred from using the services and facilities of the libraries.
- 7.2 Any person may be suspended for such period of time as Council deems appropriate due to:
- (a) Vandalism of a library building, fittings or contents.
 - (b) Conduct in a library that is detrimental to the peaceful use and enjoyment of facilities by others.
 - (c) Breach of the Regulations made under the Library Board of WA Act, or of such regulations for the use of libraries as Council may, from time to time make.
- 7.3 Any member shall be banned from further borrowing if library materials on loan to the member are due back prior to the current date.
- 7.4 Any member shall be banned if, after the sending of an overdue notice, a final notice, and an invoice, library materials which have been borrowed remain unreturned.
- 7.5 Any member shall be banned if, after the sending of an invoice, payment for library materials damaged whilst on loan is not made.
- 7.6 If the value of unreturned or damaged items exceeds \$150, legal action may be instigated for recovery.
- 7.7 A ban shall be lifted if items borrowed are returned, or if the outstanding invoice is paid, or after legal action for the recovery of monies is concluded, and if so determined by the Court, monies and costs paid to the Council.