



# Circulation of Library Materials Policy

<b>Reference Number:</b>	Section 5 No. 7
<b>Responsible Department:</b>	Library Services
<b>Related Policy/Procedure:</b>	2.05 Children and Vulnerable Persons' Safety Policy, 5.04 Code of Conduct Policy (Library Services)
<b>Date of Adoption:</b>	23 May 2000
<b>Current Review Date:</b>	28 April 2020
<b>Minute Reference:</b>	2020/82
<b>Version Number:</b>	Amendment 3
<b>Applicable Legislation:</b>	Child Safety (Prohibited Persons) Act 2016, Local Government Act, 1999, Libraries Act, 1985
<b>Next Review Date:</b>	1 April 2022
<b>Review Frequency:</b>	Biennially

## 1. Purpose

A core service of the Light Regional Public Library Service is the loan of materials to members of the community. The Library does this by maintaining a database and manual record of registered borrowers and giving users in good standing access to the collections of the Light Regional Public Library Service and libraries within the state-wide One Card Library System. In providing borrowing privileges, the Library promotes use of materials, ensures the rights of the borrowers and protects the interests of the ratepayers and other members of the One Card Library Network

## 2. Policy

- 2.1 All Library circulation records are confidential however the records will be shared across the state-wide One Card Library System for the purpose of library service delivery.
- 2.2 Staff undertaking circulation related duties must have a current working with children check (WWCC) and may be required to undertake additional, non-mandatory checks, at the discretion of Management.
- 2.3 Library staff will require those applying for library membership to present specific identification to establish their current place of residence as per the requirements of the One Card Library Network consortia membership guidelines. Digital self-registrations are available for customers wanting to access online resources.
- 2.4 Patrons applying for library cards will sign a responsibility statement which reads as follows:

***“Please register me as a borrower of the Light Regional Library Service. I am aged 18 years or over. I agree to be bound by the Library’s Conditions of Membership.***

*I am aware that the Light Regional Library Service is a member of the state-wide One Card Library System and that my data will be shared within the system for the purpose of library service delivery only.*

*I will undertake to inform the Library immediately of any change in the details supplied above, and to pay the cost of overdue fines or item replacement in respect to any item not returned on time or lost or damaged whilst on loan to me*

*I am aware that, according to the Copyright Act (1968) and amendments, I am fully responsible for any breaches of the Act committed by me. I am aware that any unauthorized broadcasting, public performances, copying or re-recording of materials belonging to the Library constitutes a breach of copyright.”*

The library will require that a parent or guardian must sign the application form for their minor child. A minor child is anyone under the age of 18 years. The responsibility statement reads as follows:

*"I am the parent/guardian of the child/ren listed above and I am aged 18 years or over and I accept responsibility for items lost or damaged by the child/ren and all overdue fees.*

*I agree to be responsible for those children above whom I have indicated have my permission to use the Internet and choice of World Wide Web sites in the network. I understand that the library is not responsible for copyright and censorship breaches by the child and that permission for access may be withdrawn if behaviours or material accessed is deemed inappropriate or offensive by a member of the library staff. As there is no security on the Internet, I understand the Library Service cannot be held responsible for any transactions conducted on their premises using credit cards.*

*I have read and understood the Internet Policy and agree to guarantee that the child/ren named above abide by the conditions at all times."*

- 2.4.1 Parents or guardians are responsible for their minor children's use of library material, including payment of any fees or charges incurred by their children.
- 2.4.2 The Light Regional Public Library Service will not assert the rights of a minor child over the rights of that child's parents or guardian. The Library will comply with a parent or guardian's written request restricting their minor child's access to specific collections at the point of issue.
- 2.5 The loan periods and limits on the number of materials which can be borrowed are set by the One Card Library Network consortia.
- 2.6 The Library may extend the borrowing services outside of the library buildings, including the delivery of materials to private residences or community centres, as part of a defined program. Membership requirements and loan limits may be adjusted at the discretion of the Library Services Manager.
- 2.7 In the instance that a member of the public breaches the Library Code of Conduct Policy, the staff member has the right to deny access to services immediately. Any alleged breaches must be reported to the Library Services Manager, as soon as practicable, to be followed up.
- 2.8 The Library may charge a fee or recover costs for the following situations:
- Lost library card replacement
  - Items returned overdue
  - Damaged items
  - Replacement of items damaged or not returned
  - Photocopying
  - Printing
  - Local History searches undertaken by staff for members of the public
- 2.9 Library staff may deny borrowing privileges to cardholders:
- Not presenting their card or other approved identification
  - With any outstanding fines or accounts exceeding \$30
  - Have made more than 5 unresolved claim returns.
- 2.10 The Library reserves the right to take measures up to and including legal action to recover materials not returned.

### **History of Policy Amendment**

1. Original Policy adopted by Council 23 May 2000, refer Council Minute 15.2.2.1, Page 2000/161

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2. Policy Amendment No. 1 adopted by Council 22 October 2013, refer Council Minute 10.2.3, Page 2013/298.
3. Policy Amendment No. 2 adopted by Council 13 December 2016, refer Council Minute 13.2.3, Page 2016/473.
4. Policy Amendment No. 3 adopted by Council 28 April 2020, refer Council Minute 13.2.1 Page 2020/82