

LIBRARY USE AND MEMBERSHIP POLICY

POLICY ADMINISTRATION

Dates	Policy approved 02/08/2022 (Version 2) This policy is effective upon its approval. Policy is due for review August 2024
Approved by	Executive on 02/08/2022 (EXE090-22)
Policy Type	<input checked="" type="checkbox"/> Executive Policy <input type="checkbox"/> Council Policy
Policy Owner	Manager Cultural Engagement and Library Services Community and Culture Directorate
Exhibition Period	06/06/2022 – 04/07/2022 (Version 2)
Related Documents	Georges River Council Library Collection Development Policy
References & Legislation	Children and Young Persons (Care and Protection) Act 1998 (NSW) Children's Policy Guidelines for NSW Public Libraries (2013) Classification (Publications, Films and Computer Games) Enforcement Act 1995 No 630 Copyright Act 1968 Library Act 1939 (NSW) Library Council of NSW Privacy Guidelines for NSW Public Libraries Library Regulations 2010 (NSW)
Document Identifier	Policy #: Pol-033.02 Doc #: D17/107608
Breaches of Policy	Breaches of any policy will be dealt with and responded to in accordance with adopted codes and/or relevant legislation.
Record Keeping	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 facilities, collections, resources, or services
- becomes a member of Georges River Libraries.

DEFINITION OF TERMS

Term	Meaning
<i>Collection</i>	Physical and digital resources that are organised and owned by, or under licence to, the Library including books, magazines, newspapers, DVDs, toys, photographs, eBooks, microfiche, microfilm, CDs, digital technology and other objects.
<i>Electronic Resources</i>	Digital items that are available online and accessed through the internet including eBooks, audiobooks, digital magazines, journals, databases, films, music and online courses.
<i>Georges River Libraries</i>	The public libraries provided by Georges River Council.
<i>Library Items</i>	See Collection.

POLICY STATEMENT

Georges River Libraries provides 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

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

1.2. 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
- Comply with the restrictions that are set out in the Classification (Publications, Films and Computer Games) Enforcement Act 1995 No 630
- 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.

2. Conditions of Library Membership

2.1. Who can apply for membership:

- Library membership is available to anyone living in NSW.
- Visitors and non-permanent residents can join the library on a temporary basis by registering and showing identification.
- Applications by people younger than 16 years of age must be supported by a parent or caregiver.
- Library membership is available to organisations that are based in and operate within the Georges River area and must be supported by a formal resolution of that organisation nominating a representative to take membership.
- Applications by people with an unconfirmed residential address should be accompanied by alternative identification.

2.2. 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
- Access the Home Library Service for those unable to visit the library in person due to special circumstances.

2.3. Library members are 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 charges on any 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.

2.4. 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
- Notify the library of changes to their address and contact details.

2.5. Library members must not:

- Damage any Library items
- Use Library facilities, collections or resources 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
- Access materials in breach of the Classification (Publications, Films and Computer Games) Enforcement Act 1995 No 630

3. Child Safety and Wellbeing

3.1. The Library is committed to serving the information and recreation needs of children and young people and strives to provide safe and welcoming environments, as well as targeted resources and programs to support their wellbeing and help them to thrive.

3.2. Unattended children:

- Georges River Libraries welcomes children of all ages. Young children aged 10 years or under should be accompanied by a parent or other adult caregiver. Young children should never be sent to, or left in, the library alone. A child or young person left unattended at a Council venue may be suspected to be at risk of significant harm, in accordance with the Children and Young Persons (Care and Protection) Act 1998 (NSW). All Council employees, contractors and representatives have a duty to report child protection concerns pursuant to the Children and Young Persons (Care and Protection) Act 1998 (NSW).

3.3. Access to collections:

- Library staff are available to guide and assist children and young people in finding and accessing resources appropriate to their interests and inquiries.
- Library collections and resources are freely accessible by all library users, including children and young people, with minimal restriction. Parents and caregivers may wish to regulate their children's access to these materials, based on age appropriateness, family values or beliefs. It is the responsibility of parents and caregivers to monitor or supervise access to library collections and resources by children and young people.

3.4. Children and young people using the internet:

- The Library supports the rights of all users, including children and young people, to gain free and open access to online information appropriate to their interests and inquiries. Library staff are available to guide and assist children and young people in the safe use of digital technology and the internet, but do not supervise their use of these facilities.
- Unsupervised children and young people can be at risk of harm when visiting online environments. It is the responsibility of parents and caregivers to supervise their

children's access to the internet, including access to sites, their subject matter and content.

4. Membership Information and Privacy

4.1. The Library collects personal information for the purpose of processing library membership applications and the provision of library services. The supply of this information is voluntary, however, it may not be possible to process membership applications and provide some services without this information.

4.2. Member information may be disclosed to third parties contracted by Council to provide eResources and information technology services, but only for the purpose of that third party providing those services, and only as permitted by NSW privacy laws.

4.3. Personal information collected by the Library is managed in accordance with the Georges River Council Privacy Management Plan.

RESPONSIBILITIES

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

VERSION CONTROL AND CHANGE HISTORY

Version	Amendment Details	Policy Owner	Period Active
KCC	Former Kogarah Council Library Policy discontinued	Manager Library	22/02/2016 – 03/09/2017
1.0	New Georges River Council Library Use and Membership Policy Approved by Council Resolution CCL205-17	Manager Library Services	04/09/2017 – 02/08/2022
2.0	Review of policy in line with Council's policy review cycle. Amendments to the policy are outlined in the report presented to the Executive on 24/5/2022 and 2/8/2022.	Manager Cultural Engagement and Library Services	02/08/2022 - ongoing