

# **LOCAL LAW POLICY NO. 1 (LIBRARIES)**

This local law policy is to be read with Local Law No. 17 - Libraries.

Made by Council resolution on 18 January 1999.

## **1. CITATION**

This local law policy may be cited as Local Law No. 1 - Libraries.

## **2. OBJECTS**

The objects of this Local Law Policy are to provide detailed information called upon by Local Law No. 1 - Libraries to:-

- (a) provide for a library service which effectively meets the needs of the community; and
- (b) confer the necessary powers for the administration, management and control of the library and library services; and
- (c) provide for the protection of library resources.

## **3. DEFINITIONS**

**"lending branch"** means the library premises from which a library resource is borrowed;

**"lending collection"** means any library resources that have a status to allow them to be borrowed from the library;

**"library return bin"** means a receptacle located other than at a library premises and used for the deposit of borrowed library resources;

**"member's record file"** means the record kept by the library authority in relation to each member, and includes details of the member's loans, reservations and returns and the member's personal details;

**"standard loan period"** means the period between the day that the library resource is borrowed and 21 days after the day that the library resource is borrowed, provided that if the last day falls on a public holiday or on a day when the lending branch is closed, the next working day.

#### **4. LOCAL LAW - SECTION 11(2)**

(1) For the purposes of Section 11(2) of the Local Law the following criteria will be applied in deciding which class of membership applies to a person:-

(a) **Adult member**

To qualify for adult membership a person must:-

- (i) be aged 18 years or above; and
- (ii) have a permanent address in Queensland; and
- (iii) to verify his/her identification, provide evidence to a value of 50 points assessed in accordance with Schedule 1;
- (iv) if he/she does not have legal capacity, have his/her membership guaranteed by a person who has legal capacity and is eligible for adult membership.

(b) **Child member**

To qualify for child membership a person must:-

- (i) be under the age of eighteen years; and
- (ii) have his/her membership guaranteed by a person who has legal capacity and is eligible for adult membership.

(c) **Corporate member**

To qualify for corporate membership a body must:-

- (i) (A) be an incorporated or unincorporated association or a corporation; and
- (B) have a permanent address in the Cairns City Council area; and
- (C) provide the library authority with a letter on company letterhead requesting membership of the library and naming a person to be responsible for the library membership; or
- (ii) be a library service approved by Council for the purposes of managing inter-library loans services.

(d) **Visiting member**

To qualify for visiting membership a person must:-

- (i) be an individual or corporate body not eligible for membership as an adult, child or corporate member, and
- (ii) pay the required security deposit; and
- (iii) to verify his/her identification, provide evidence to a value of 20 points assessed in accordance with Schedule 1.

**5. LOCAL LAW - SECTION 13(3)(c)**

- (1) For the purposes of Section 13(3)(c) of the Local Law, grounds on which the library authority may refuse an application for library membership are:-
- (a) submission of an incomplete application form by the applicant;
  - (b) non-payment by the applicant of the designated fees/charges/security deposit;
  - (c) presentation of insufficient material to verify the applicant's identification;
  - (d) a history of correspondence sent to the applicant's nominated address being returned marked "not known at this address".

**6. LOCAL LAW - SECTION 15(1)**

For the purposes of Section 15(1) of the Local Law the terms and conditions for each class of membership are:-

**Membership**

- The member must sign the membership card issued to them upon approval of their application so that it is authorised for use.
- The member may obtain replacement membership cards for lost, stolen or damaged membership cards upon payment of the prescribed fees.
- Membership cards must be produced as required to access library services.
- The member must immediately notify the library authority of the following:-
  - change of address
  - change of name
  - change of guarantee status
  - loss/damage of library resource(s)
  - loss/theft of membership card

- The member may use any library premises.

### **Loans**

- A member may borrow up to 10 library resources from the lending collection upon production of his/her/its signed membership card.
- A member may retain, for the standard loan period, any library resource(s) he/she/it borrows.
- The standard loan period may be extended twice provided that no reservations have been placed on the library resource.
- A member may negotiate a non-standard loan period with the library authority, in which case the member may retain for the non-standard loan period any library resource(s) he/she/it borrows, in relation to which the non-standard loan period has been negotiated.
- Library resources on loan may be returned to any library premises or to designated library return bins within the community.
- Returned library resources are processed to remove the loan from the member's record file at the library premises the library resources are returned to.
- A history of the past thirty library resources borrowed by a member may be kept by the library authority. Subject to any requirement at law to reveal the information, this information is confidential and is only available to the library authority and the member.

### **Overdue**

- A library resource on loan is deemed to be overdue on the date that the loan period expires.
- The library authority will notify the member of any overdue library resource on the member's record file once the library resource is seven days overdue, unless the library resource is an interlibrary loan, in which case notification is sent immediately the library resource becomes overdue.
- A library resource which has not been returned within fourteen days of the expiry of the loan period is deemed to be lost.
- An invoice for replacement of a library resource which has been deemed to be lost will be issued to the member after fourteen days from the expiry of the loan period.
- Outstanding invoices may be referred for debt collection once a library resource is 21 days overdue.

### **Services**

- A member has access to the library and all services offered by the library authority during public opening hours.
- An interlibrary loan service is available under the terms and conditions of the national interlibrary loan terms and conditions, upon payment of any prescribed fees.

### **Reservations**

- A member may place a reservation on up to 10 library resources from the lending collection which have a status to allow reservations and are registered in the catalogue but are not available on the shelf for loan. This would include but not be limited to library resources on loan to other members and library resources on order but not yet received by the library authority.
- The standard period of time a reservation will be held on the computer system is six months. However reservations may be placed for a non standard period of time upon negotiation with the library authority.
- Members will be notified by mail when the reserved library resource is available for loan.
- A reserved library resource will be held for the notified member at the branch circulation desk for a minimum of 5 working days.
- A member will be notified of the expiry of an unfilled reservation at the end of the six month reservation period, or at the end of the non standard reservation period.