Policy C12 – Murray Library Services

1. Policy Intention

To outline the role and responsibilities of the Shire of Murray's (Shire) public library.

2. Policy

The Shire is committed to the provision of free, accessible, quality library resources and services to the local community. Library services are provided in partnership with the State government.

2.1 Library Membership

2.1.1 Under the provisions of the *Library Board of Western Australia Act 1951* and *Library Board (Registered Public Libraries) Regulations 1985*, any person may apply for membership and borrowing rights of Murray Library, subject to the provisions of this policy.

2.1.2 Applicants for membership of the Library must complete a library membership form, show valid documentation giving evidence of their name and address, and sign the membership register.

2.1.3 Children (under the age of 18) must have the membership register countersigned by a parent or guardian.

2.1.4 Any person not able to provide satisfactory proof of identity and residence will be able to enrol. Restricted borrowing conditions will apply.

2.1.5 Organisations are eligible for membership. An individual within the organisation must sign as being responsible for materials borrowed.

2.1.6 Signing of the membership register by the applicant indicates acceptance of the conditions of use of the library service. These are advised to applicants on issuing of the library card. The conditions are determined by:

- *The Library Board of Western Australia Act 1951*;
- *Library Board Registered Public Libraries Regulations 1985*; and
- The Manager Community and Library Services.

2.2 Suspension of Borrowing Rights

2.2.1 Borrowing rights are suspended for any library member who owes money for library materials not returned or damaged.

2.2.2 Suspension is lifted immediately the items are returned in good condition or outstanding monies are paid.

2.3 Standards of Behaviour

While using the Library service, community members must respect the rights of other users. The Manager Community and Library Services is responsible for establishing appropriate behavioural guidelines. This may include asking community members who are not adhering to these guidelines to leave the library premises.

2.4 Children in the Library

2.4.1 The Murray Library aims to promote the enjoyment of reading and encourage children to make full use of the library resources.

2.4.2 Age is not a restriction to membership provided parents are willing to take full responsibility if damage to library materials occurs.

2.4.3 Children under the age of ten may not be left in the library unattended by a parent or guardian.

2.4.4 Children's use of library materials and the internet must be supervised by a parent or nominated guardian. Library staff may assist in choosing reading material but are not responsible for implementing the standards devised by parents for control of reading material of their child.

2.5 Library Stock

2.5.1 Library stock is obtained from the State Library of Western Australia, Council funds, donations and occasional grant funding. The Senior Library Officer is responsible for stock selection, utilising the following criteria:

- provision of a comprehensive collection which may be of value to the community in the format most appropriate to patron needs;
- as far as possible presenting all points of view equally on any subject;
- conforming to Federal and State censorship decisions;
- maintaining the value of the library collection as a Council asset; and
- provision of shelf-ready materials in the most timely and cost-effective manner possible.

2.5.2 Donations of books and other materials are made by members of the community and organisations.

They are accepted on the understanding that they become the property of the Shire and are included in the library collection or disposed of at the discretion of the Manager Community and Library Services. Criteria of physical condition, currency, relevance to the collection and suitability of format apply.

2.5.3 Surplus materials will be sold or donated at the discretion of the Manager Community and Library Services. Proceeds from sales are banked into a Council operating income account.

2.6 Photocopying / Printing / Scanning

2.6.1 A multifunction device for photocopying, printing and scanning is provided as a service to the community. Charges are set as part of Council's annual fees and charges.

2.6.2 It is the responsibility of patrons to familiarise themselves with relevant copyright legislation when copying materials. A copy of the *Copyright Regulations 1969* is displayed at the public computers.

2.7 Sponsorship

Commercial sponsorship may be sought for library programs or promotions as considered appropriate by the Manager Community and Library Services.

Policy Detail		
Responsible Directorate	Community and Economic Development	
Responsible Department	Community and Library Services	
Responsible Officer	Manager Community and Library Services	
Next Policy Review / Schedule	2027 (3-yearly)	
Council Adoption	**Date / Resolution**	29 April 2010 (OCM10/066)
Amendment Record	**Date / Resolution**	25 June 2015 (OCM15/155)
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