

MEMBERSHIP

Procedure 2.8.6

Policy No. and Title	2.8	Library Service Policy
Procedure	2.8.6	Membership
Version	1	
Date Adopted	23 August 2012	

1 OBJECTIVES

To outline the requirements for people wanting to become a member of the Kempsey Shire Council Library Service.

To outline the responsibilities and conditions of Library membership.

2 STATEMENT

2.1 Membership Availability

- a) Membership of the Kempsey Shire Council Library Service is free to both residents and non-residents of the Shire.

2.2 Application Requirements

- a) Applicants for Library membership must complete a membership application form and provide proof of their identity and their permanent residential address. Acceptable forms of identification include but are not limited to:

i) For address:

- Driver's licence
- Council rates notice
- Phone / water / electricity bill showing current address
- Social security card with current address
- Student card with current address
- Bank statement / passbook / cheque book showing current address
- Motor registration with current address
- Private health insurance card showing current address.

ii) For identification (signature and/or photograph):

- Driver's licence
- Passport
- Credit card
- Photo identification tag.

- b) New members will be assigned a Library Membership Number and a Personal Identification Number (PIN Code).

2.3 Responsibilities of Membership

- a) The Library member assumes full responsibility for all use made of their card. By signing the membership card, the card holder agrees to comply with all Library rules and regulations; to pay all fees; to be responsible for any loss or damage to materials; to provide immediate notice of any change of address; and to provide immediate notice if the card is stolen, lost or destroyed.
- b) The signature of a parent or guardian is required on the membership application form for any child who applies for Library membership and who has not attained the age of sixteen (16). By signing the membership application form, the parent or guardian agrees to assume responsibility for all materials borrowed on the card as well as any associated fees or charges.
- c) A membership card is required each time a Library member wishes to borrow Library materials, or to use audio-visual equipment and public computers.

2.4 Suspension of Borrowing Privileges

- a) The Library reserves the right to deny borrowing privileges to persons who do not present their membership card when they wish to borrow materials or use audio-visual equipment or public computers.
- b) Borrowing rights may be suspended or withheld in the event that a member fails to return books, or other materials borrowed from the Library; or fails to pay any associated fee or charge, such as an overdue charge, subscription fee or book replacement cost. Borrowing rights will be restored on payment of such fees and charges, or the return of the items in question.

2.5 Membership Card Replacement

- a) A replacement fee is charged for a lost or stolen membership card. No fee is charged to replace a worn out borrower's card.

2.6 Retention of Membership Forms

- a) As per the NSW State Records Act – General Disposal Authority (GDA10) Local Government Records, Library Membership Forms will be retained for two years and then destroyed.

VARIATION

Council reserves the right to review, vary or revoke this procedure which will be reviewed periodically to ensure it is relevant and appropriate.