



## **BACKGROUND & ISSUES:**

Council Policy 11.1.1 “Library Policy” was last reviewed and adopted by Council in 2006. The Shire of Manjimup has a public library in each of the four main towns of Manjimup, Pemberton, Northcliffe and Walpole and services a volunteer run library in Quinninup. Library services are the shared responsibility of State and Local Government with Shire of Manjimup providing the infrastructure, including the library sites, buildings, telecommunications and automation technology and staff resources.

## **OBJECTIVES:**

The Library Policy is written to clarify and define the rules and regulations which govern library use, to provide a basis for the imposition of penalties, and to ensure all community members have equal access to library services.

## **AREA OF APPLICATION:**

The policy will apply to all public library services operated by the Shire of Manjimup and to all staff, library members, membership applicants and the public.

## **POLICY MEASURES:**

### 1. Library membership

- 1.1 Library membership is available to all residents of the Shire of Manjimup.
- 1.2 Library membership is subject to producing proof of current residential address with an official document such as
  - Drivers Licence
  - Pension Card/ Health Care Card
  - Rates Notice
  - Any official document showing address such as Water/ Phone/ Electricity account.
- 1.3 New members will be required to complete a Shire of Manjimup Name and Address registration form. Change of address must be notified. A member’s borrowing right will be cancelled if an address is found to be incorrect.
- 1.4 The consent of parent or guardian is required for children under sixteen (16) years of age to join a Shire library.
- 1.5 An alternative contact name and address different to the member’s address may be required.
- 1.6 Temporary or Deposit Membership is available to all who do not qualify for free membership. The deposit will be determined in the Fees and Charges Schedule and borrowing limits will be restricted.

### 2. Library loans

- 2.1 A current membership card must be shown to borrow library materials and items borrowed are the responsibility of the card owner.
- 2.2 Each borrower’s card is the member’s responsibility and replacement cards will be charged as per the Fees and Charges Schedule.
- 2.3 Staff will follow a set procedure should a book be overdue for return and the member will be contacted and given reasonable time to return an item. A

member's borrowing rights will be suspended in the event that a member fails to return a library item or fails to pay any fee or charge applied.

- 2.4 If an item is damaged by misuse or negligence whilst on loan the members is liable for the cost of repair or replacement. Members must report any damage noted before use to avoid liability.

### 3. Library use

- 3.1 Eating, smoking and drinking are not permitted in a Shire library.  
3.2 No dogs or animals may be brought into a Shire library.  
3.3 Behaviour that is socially unacceptable will not be permitted in a library.  
3.4 The librarian has the right to ask any person to leave the library premises if they are creating undue noise or disturbance, or if their conduct, dress or manner is likely to be offensive or interfere with any other person's use of a Shire library.

### 4. Public Access Internet

- 4.1 A person must be a library member to use the public computers.  
4.2 Children under 16 may not use the Internet without parental consent.  
4.3 Contact with library staff must be made before material is printed or a file downloaded.  
4.4 Bookings may be made for computer access.  
4.5 Internet access is considered part of the library service's free reference service.

### 5. Displays and exhibitions in the Libraries

- 5.1 Displays and exhibitions are to represent a complete and balanced view of the subject. Sectarian interests are to be avoided.  
5.2 Outside groups and individuals are welcome to present displays and exhibitions in the libraries  
5.3. Sales of items are not to occur on library premises.  
5.4 The Shire of Manjimup accepts no responsibility for loss, theft or damage of display or exhibition items or equipment.  
5.5 Community notice boards will be available provided the librarian approves any material before it is displayed. Material will not be displayed if it has political or religious bias, relates to sales of goods or services for private or personal monetary gain or is a petition or survey (unless it is official Shire business).

### 6. Customer feedback

Feedback is welcomed. Any library member may provide feedback regarding library services in writing to the Manager Library Services or to the CEO, Shire of Manjimup.

### 7. Interlibrary Co-Operations

The Shire's libraries co-operate with the State Library of Western Australia and other Western Australian public libraries to ensure an efficient information and interlibrary loan network.

11. **COMMUNITY SERVICES**  
11.1 **LIBRARY SERVICES**  
11.1.1 **Library Policy**

**ADMINISTRATION:**

Shire of Manjimup library staff will be responsible for the Library Policy and it will be available to the public.

**ADOPTED 22 MAY 2006  
REVIEWED 08 JULY 2010**

**NEXT DUE FOR REVIEW JUNE 2012**

**The Administration of this Policy is by Community Services**