

1 Policy History

Revision No.	Issue Date	WRL Committee Adoption Date
1	29/10/2020	29/10/2020
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Revision Schedule	To be revised every four (4) years.	
Responsible Officer	Regional Library Manager, Western Riverina Libraries	

2 Policy Objective

Western Riverina Libraries (WRL) aims to provide the community with a safe and welcoming environment in which to access its collections and services.

The purpose of this policy is to clearly outline the conditions of becoming a member and retaining membership of WRL.

This policy applies to all prospective and current WRL members.

3 Policy Statement

3.1 Application for membership / Membership registration

- WRL offers online membership application to all residents of WRL Local Government Areas (LGA) via the website – www.wrl.nsw.gov.au
- Upon applying online, applicants will be issued with a temporary membership. To validate and confirm membership, applicants must visit a WRL branch library within 30 days and provide a valid form of identification (as detailed under the relevant membership category) to collect a Library card. If unable to attend a branch Library, applicants can submit a scanned copy of their identification via email. A member card will be issued once your membership is confirmed.

3.2 Membership categories and identification requirements

WRL has the following membership categories:

- **Adult Membership**
Free membership for any person aged 16 years and over who resides in a WRL LGA. Identification containing proof of name, local residence, and date of birth is required to obtain Adult Membership.

Adult membership entitles the holder to borrow from the Library's collections, access all online resources, and use the Library's computers.

- **Young Adult Membership**

Free membership for any person 12 to 15 years of age who resides in a WRL LGA. A parent or guardian aged over 18 years is required to act as guarantor. The guarantor will need to provide identification containing proof of name, local residence, and date of birth to activate this Library membership. The guarantor accepts liability for any lost or damaged Library resources.

Young adult membership entitles the holder to borrow from the Library's collections, access all online resources, and use the Library's computers. The guarantor accepts responsibility for monitoring the young adult member's use of Library resources, including the collections, computers, and the internet. The Library does not restrict access to Library material unless legally required under the *Classification (Publications, Films and Computer Games) Act 1995 (Cth)*.

A Young Adult Member will automatically be converted to an Adult Member upon turning 16.

- **Junior Membership**

Free membership for any person 0 to 11 years of age who resides in a WRL LGA. A parent or guardian aged over 18 years is required to act as guarantor. The guarantor will need to provide identification containing proof of name, local residence, and date of birth to activate this Library membership. The guarantor accepts liability for any lost or damaged Library resources.

Junior membership entitles the holder to borrow from the Library's collections, access all online resources, and use the Library's computers. The guarantor accepts responsibility for monitoring the junior member's use of Library resources, including the collections, computers, and the internet. The Library does not restrict access to Library material unless legally required under the *Classification (Publications, Films and Computer Games) Act 1995 (Cth)*.

A Junior Member will automatically be converted to a Young Adult Member upon turning 12.

- **Non-resident Membership**

Membership for any person aged 16 years and over who is unable to provide proof of residence in a WRL LGA. Identification containing proof of name and date of birth is required, and a non-refundable fee is payable to activate this membership.

Non-resident membership entitles the holder to borrow up to three (3) items at a time from the Library's collection, access all online resources, and use the Library's computers.

A Non-resident Member can convert to an Adult Member free of charge by providing proof of local address.

- **Computer Use Only Membership**

Free membership for any person aged 16 years and over who is unable to provide proof of residence in a WRL LGA. Identification containing proof of name and date of birth is required to obtain Computer Use Only Membership.

Computer Use Only Membership entitles the holder to use the Library's computers but not to borrow from the Library's collections.

A Computer Use Member can convert to an Adult Member free of charge by providing proof of local address.

3.3 Membership suspension

- Long overdue, lost, or damaged loans may result in the suspension of member privileges until the items are either returned or paid for.
- If the Library identifies that a membership record contains incorrect contact details, membership will be suspended until the correct contact details are provided.

3.4 Membership expiry

- Library membership will expire after a period of three (3) years of inactivity.

3.5 Conditions of membership

WRL membership entitles the holder to access the collections and resources at any WRL branch library.

When applying to become a member, applicants must agree to the following conditions:

- The information provided in the Membership Application Form is true and correct and you will notify the Library if your details change.

- Access to the Library and its resources is conditional upon compliance with the Library's policies and relevant legislation, including the *Library Regulation 2018* (NSW), and the *Copyright Act 1968* (Cth).
- Lost or damaged Library resources will incur a replacement fee equal to the value of the item.
- The Library will send reminder, overdue, and reservation notices via email and SMS.
- Library membership will expire after a period of three (3) years of inactivity.
- Library members must carry their Library card when using the Library.
- Lost or stolen Library cards must be reported to the Library.
- A parent or guardian must act as guarantor if an applicant is under 16 years old. Guarantors accept liability for any lost or damaged Library resources.
- Parents and guardians of children and young people are solely responsible for monitoring their child's access to and use of the Library's resources - including the collections, internet facilities, websites, their subject matter and content.
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- By attending the Library and/or Library events you agree that your photo may be taken by Library staff and used in Library promotional material.

3.13 Responsibility for implementation of this policy

- Western Riverina Libraries Committee is responsible for review and adoption of this policy.
- Library Managers and supervisors are responsible for managing processes relevant to this policy and communicating this policy to staff.
- Library staff are responsible for understanding and complying with this policy.

3.14 Feedback

WRL welcomes your feedback on this Policy. Feedback should be directed to:

Regional Library Manager, Western Riverina Libraries

Mail PO Box 807, Griffith NSW 2680

Email library@griffith.nsw.gov.au

4 Definitions

Child Aged 0-11

Young adult Aged 12-15

Western Riverina Libraries (WRL) branch libraries include:

- Carrathool Shire Library
- Narrandera Shire Library
- Carrathool and Narrandera Mobile Library
- Griffith City Library
- Griffith and Murrumbidgee Mobile Library
- Hay Shire Library
- Jerilderie Library

5 Legislation

Related key legislation:

- *Copyright Act 1968* (Cth)
- *Library Act 1939* (NSW)
- *Library Regulation 2018* (NSW)
- *Work Health and Safety Act 2011* (Cth)

6 Related Documents

6.1 Policy development

The following resources informed the development of this document:

- *Library Regulation 2018* (NSW)

6.2 Related Western Riverina Libraries Policies

- *Children and Young People Policy*
- *Collection Development Policy*
- *Computer and Internet Use Policy*
- *Visitor Code of Conduct Policy*