

Library Borrowing and Lending Policy

Policy Type	Administrative Policy	Version:	3.0
Responsible Officer	Manager Customer & Community Services	Date Approved:	25/05/2022
Review Officer:	Coordinator Libraries	Review Due:	30/4/2026
Author:	Coordinator Libraries	Commencement:	25/05/2022

1. PURPOSE

To ensure that the activities relevant to borrowing and return of library resource items maximises the accessibility and longevity of library resources and meets priority literacy needs of the community and community expectations, recognising that the application of library industry standards needs to be tempered by local operational conditions across all Mareeba Shire Council operated library branches.¹

2. SCOPE

This policy applies to all Council operated library facilities.

3. POLICY STATEMENT

3.1 LIBRARY MEMBERSHIP

- To access membership privileges such as borrowing of library items residents, reciprocal members who reside permanently in Queensland, community institutions and visitors to Mareeba Shire must join the library.
- Members or the nominated parent or guardian of child members, or the Institutional signatory must present the library card at each transaction and thus become responsible for all items issued to their membership card and any fees/charges accrued on the card.
- Mareeba Shire Council is not responsible for unauthorised use of a library membership card. Lost or stolen cards should be reported to a library branch immediately so a block can be put on the card.
- Any changes to a library membership registration should be reported to staff to ensure library systems notices and reminders are deliverable.

3.2 BORROWING AND RETURNING PHYSICAL LIBRARY RESOURCES

- To ensure reasonable access to library resources for all residents, member and visitor limits apply to:
 - The number of physical and online resources which can be accessed at any one time
 - The number of times an item can be renewed by a single library member

¹ See Library Board of Queensland, State Library of Queensland, *Service Level Agreement for Public Library Services* (2018), 6-7 <<https://plconnect.slq.qld.gov.au/managing-my-library/funding-reporting/public-library-grant-funding-service-level-agreement>>.

Human Rights Compatibility Statement

This policy has been drafted in alignment with obligations under s 58 of the *Human Rights Act 2019* (Qld).

- The number of reservations, requests and Inter-Library loan applications which can be made at any one time.
- Library members use library CD's and DVD's at their own risk. Mareeba Shire Library service assumes no responsibility for damage to any CD/DVD player, or other equipment; privately or personally owned, which may result from use of its video materials.
- Library resources can be returned at any time through the after-hours library chutes. Items should be returned to any of the four Mareeba Shire library branches only.

3.3 LIBRARY SERVICE FEES AND CHARGES

- Overdue fees are chargeable for library items which remain unreturned after their due date due.
- Library resources which are unreturned (lost items) or are returned permanently damaged and are deemed unusable must be paid for before any further library resources can be borrowed. Persons who fail to return long overdue library items will have their borrowing privileges withdrawn.

4. REPORTING

No additional reporting is required.

5. DEFINITIONS

Council – means the Mareeba Shire Council.

Reciprocal Borrowing – means the cooperative sharing of library resources, with public libraries making their collections available to other Queensland residents directly through free membership and by inter-library loan in accordance with State Library Board of Queensland requirements.²

6. RELATED DOCUMENTS AND REFERENCES

Nil

7. REVIEW

It is the responsibility of the Manager Customer & Community Services to monitor the adequacy of this policy and implement and approve appropriate changes. This policy will be formally reviewed every four (4) years or as required by Council.

² See Library Board of Queensland, State Library of Queensland, *Service Level Agreement for Public Library Services* (2018), 10 [7] <<https://plconnect.slq.qld.gov.au/managing-my-library/funding-reporting/public-library-grant-funding-service-level-agreement>>.