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<b>POLICY TITLE:</b>	Library Membership Policy
<b>POLICY NUMBER:</b>	36
<b>REVISION NUMBER:</b>	2
<b>TRIM REFERENCE:</b>	SF14/411 - R16/3486
<b>RESOLUTION NUMBER:</b>	
<b>POLICY TYPE:</b>	Administrative
<b>APPROVING OFFICER:</b>	Chief Executive Officer
<b>DATE OF ADOPTION:</b>	07 May 2020
<b>TIME PERIOD OF REVIEW:</b>	2 Years
<b>DATE OF NEXT REVIEW:</b>	07 May 2022
<b>RESPONSIBLE DEPARTMENT:</b>	Community
<b>LINK TO CORPORATE PLAN:</b>	Our Community – An active vibrant creative sector with opportunities in which all community members can participate according to their needs interests and abilities

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## 1. OBJECTIVE

This document outlines Flinders Shire Public Libraries policies in relation to the borrowing of items from the Flinders Shire Public Library collections and supersedes all existing and past policies regarding borrowing from the Flinders Shire Library collection.

## 2. SCOPE

This policy applies to permanent residents, ratepayers and visitors to the Flinders Shire Council Shire and all SLQ RQL Library and Tourist Members.

## 3. DEFINITIONS

**RLQ Members** – Anyone who is a member of another shires library service that is connect to SLQ RLQ Program

**Tourist Member** – A member with a SLQ Tourist Card

## 4. POLICY

### 4.1 Eligibility

All Flinders Shire residents are eligible to become members of the Library free of charge, after completing the Library Membership Form and accepting the Flinders Shire Public Library Policy Rules.

Upon acceptance and ticking the Policy area on the Membership Application Form, a Library Card will be issued. Receiving a Library Card means they have read, understand and accept the rules of membership.

The Flinders Shire Library has the right to refuse an application for membership - block a member due to overdue loans, damage or loss of items from the Library.

### 4.2 Conditions of Loan

The Flinders Shire Library has discretionary power to lend, or refuse to lend any item at any time.

Administrator may alter the loan period of any item at any time due to reservations or returning item to State Library.

No person may remove an item from the Library without a proper loan transaction having first been made.

A valid Flinders Shire Public Library, SLQ Tourist or RLQ membership is required before any loan transaction is made.

The registered Flinders Shire Public Library Card shall not be used by persons, other than the registered borrower unless the person has been authorised by the registered member due to exceptional circumstances (disabilities or illness).

The borrower is responsible for the safe keeping and return of all items borrowed from the Library.

The borrower is to return all items by the due date in good condition.

#### 4.3 Responsibilities of the Library Borrowers

All borrowers are to notify the Flinders Shire Library of any change of address (postal and email) or contact details at the earliest opportunity.

#### 4.4 Requests

Request can be made to Library Administrator/Staff for items that are not located in the Library. The Library Administrator will endeavor to fulfill a request using the State Library Queensland facility – Inter Library loans process..

The RLQ OPAC can be used at their private residence or by using the library public computers to request items directly. Member's security pin numbers can be requested from library staff to use this function online.

#### 4.5 Renewals

Short and standard loan items may be renewed for a maximum of two additional loan periods.

The Administrator has the option of denying a renewal but will usually only refuse a request for such renewal if

- an item has been or is about to be recalled by Queensland State Library; or
- A hold has been place by another borrower; or
- The maximum number of renewals permitted has been reached.

Renewals can be made in person, by phone or by email.

#### 4.6 Loan Policy

Loan policies for different borrower categories and loan categories as follows –

	Flinders Shire Library Resident - Adult	Flinders Shire Library Resident - Junior/ Youth	Visitor
Maximum Number of Loans (all types)	20	20	4
Standard Loan Period	28 days	28 days	28 days
Number of Renewals	2	2	2

#### 4.7 Fees and Charges

Flinders Shire Residents Membership	Free
Replacement Lost/Damaged Items	Replacement Cost as per Queensland State Library fee

### 5. REVIEW TRIGGER

Policy is to be reviewed every 2 years.

### 6. PRIVACY PROVISION

Council respects and protects people's privacy and collects, stores, uses and discloses personal information responsibly and transparently when delivering Council services and business.

### 7. APPROVAL



Daryl Buckingham  
CHIEF EXECUTIVE OFFICER

Dated: 7 10 2020