

## POLICY STATEMENT

# GENERAL LIBRARY GUIDELINES

**POLICY ADOPTED:** 18 March 2014

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### **Policy Objective:**

The purpose of the policy is to clearly outline the role and responsibilities of Bland Shire Library in relation to the role of library staff and the provision to access and use of collections and resources.

### **Policy Statement:**

Bland Shire Library is committed to providing the public with opportunities to satisfy both their recreational and information needs. Membership of Bland Shire Library is free and it also provides access to resources and access from across the entire NSW Public Library. The Library Act 1939 provides the legislative framework that determines entitlement to public library membership and the range of core services.

### **Definitions:**

Library Staff refers to all staff employed in the Bland Shire Library.

### **Responsibilities:**

*The policy applies to all library staff.*

### **Recommended Practices:**

#### **Introduction**

Everyone has the right to use a public library, whatever their age, sex, race, religion, national origin, disability, economic condition, individual lifestyle or political or social views in a safe and welcoming environment.

#### **Collection & Access to Local Government Libraries**

##### **1. Collections and Resources**

- (i) A Local Government Library has a role as an unbiased source of recorded knowledge and ideas including online content. It must accept responsibility for providing free access to materials and information presenting - as far as possible - all points of view on current and historical issues, including controversial issues or material likely to offend some sections of the library's community.
- (ii) Libraries should endeavor to provide comprehensive and balanced collections, as far as budget, space and availability of materials allow;
- (iii) Book and non-book materials that have not been subject to Federal or State prohibition should not be excluded from a public library on moral, political, racial, religious, sexist, language, or other sensitive grounds alone, whatever pressure may be brought to bear by individuals or groups;
- (iv) Adult collections should not be limited because of the possibility that materials may fall into the hands of children. Monitoring the reading of children is the responsibility of their parents or guardians;

- (v) The arrangement of the collection should facilitate access. Restricting access to certain titles or classes of materials, e.g. by holding them in special collections available on request, can be an indirect form of censorship. No materials should be held in closed access except for the express purpose of protecting them from injury or theft.
- (vi) The library should provide access to online library services and Internet facilities.

## **2. Role of Library Staff**

- i) Library staff should not exercise censorship in the selection of materials by rejecting, solely on the grounds mentioned above, material which is otherwise relevant and which meets the standards of the library concerned;
- ii) The continuous review of library materials is necessary as a means of maintaining a current and useful collection. This procedure should not be used as a means of removing materials presumed to be controversial or disapproved of by sections of the community;
- iii) Library staff should protect each users right to privacy with respect to information sought or received and materials consulted, borrowed or acquired;
- iv) Library staff should co-operate with persons and groups concerned with promoting free expression and free access to ideas.
- v) Library staff should provide free and equal access to resources and services to individuals and groups within the community in accordance to the NSW Library Act 1939.

## **3. Accessing Library Materials**

Any person living or working in the Shire of Bland, or in its near vicinity is eligible to borrow Library materials. There is no charge for this service. Adult borrowers, upon presentation of their library card, may borrow unlimited books; periodicals, audio books, music CDs and four DVDs. Adult borrowers are also able to borrow with the use of their library card six e-audio books and six e-books.

Junior borrowers are entitled to borrow up to 20 books or magazines, and four DVDs.

Junior borrowers are also able to borrow with use of their library card six e-audio books and six e-books.

Borrowers under the age of sixteen years must have their library application form signed by their parent/guardian.

Fines will be charged for overdue library materials as outlined in Council's revenue policy.

Borrowers are held responsible for items that are lost or damaged while on loan to them. The borrower is responsible for the replacement cost of the item. Parents or guardians are liable for replacement charges of items, which may have been lost or damaged by junior borrowers. Members are not permitted to borrow until the replacement cost has been paid.

Items borrowed via the inter-library Loan facility also attract fines if items are returned damaged or are lost. The fees are dependent on the lending library's policy.

## **4. Library Charges**

A charge will be made for non-core library services.

**Inter-library loan**

Is a process whereby Bland Shire Library borrows material for registered borrowers. Material may be sourced from libraries within Australia. Photocopies of material not held in Bland Shire Library's collections may be requested on behalf of registered borrowers in accordance with the Copyright Act 1968.

An administration fee is charged for each inter-library loan request unless the lending library charges a standard fee. Fees are set as per the revenue policy.

**Printing, photocopy, scanning and faxing services**

These fees are reviewed yearly and are in accordance with the Bland Shire Council's Revenue Policy.

## **5. Library Discipline**

The following activities are not permitted in the library:

- i) Conversation that is above acceptable levels or is disturbing to other library users.
- ii) Running.

- iii) Smoking.
- iv) Eating or drinking
- v) Animals, except those used as aids to the disabled.
- vi) Vandalism of library materials.
- vii) Physical or verbal abuse of library staff or other library patrons.
- viii) Persons under the influence of alcohol and or illicit substances.
- ix) The unauthorised distribution of raffle tickets and leaflets.
- x) Accessing inappropriate sites on the Internet.

Persons breaching these rules should be advised of this by staff, and if these disturbances continue those persons may be expelled from the library at the librarian's discretion.

In the case of damage to library property, the librarian may institute some means of obtaining restitution for the damage.

**References:**

Relevant Legislation:

Commonwealth of Australia Legislation 1988, Privacy Act 1988  
 New South Wales Government Legislation 1939, Library Act 1939, no 40  
 New South Wales Government legislation 2010, Library Regulation 2010

Key Resources:

Bland Shire Council Community Strategic Plan 2013-2023  
 Bland Shire Council Revenue Policy 2013-2014  
 Library Council of New South Wales 2007, Access to Information in New South Wales Public libraries guideline  
 Riverina Regional Library policies, <http://rrl.nsw.gov.au/riverina-regional-library/policies/>  
 State Library of New South Wales 2013, Children's Policy Guidelines for NSW Public Libraries

**Appendices:** Nil

**Authorisation:**

<b>Status</b>	<b>Committee</b>	N/A	
	<b>Manex</b>	N/A	
<b>Owner</b>	<b>Director Community &amp; Development Services</b>		
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June 2000	0	53/6/00	
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20 September 2005	2	32/9/05	June 2006
18 March 2014	3		March2015

<b>Related Council Policy / Procedure</b>
Bland Shire Library – Collection Development

