

LIBRARY MEMBERSHIP & CONDITIONS OF USE POLICY

Type	Governance
Category	Library
Responsible Officer	Manager Library Services
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Applicable Legislation	Nil
Related Documents	Library Internet Access Policy Library Collection Development Policy
Public Consultation Required	No
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1. PURPOSE

To outline requirements to become a member of Port Pirie Regional Library Service and to set conditions of use /code of conduct for anyone that enters and uses the Port Pirie Regional Library Service. To make clear the expected behavior's to ensure a place that the community and staff can feel comfortable in being.

2. SCOPE

This policy applies to all people who use the library space. This includes members of the Port Pirie Regional Library Service, members of other library services and the public

Document No	Version No	Last review	Next review	Page
POL-0036	1.0	23 September 2020	30 November 2024	Page 1 of 4

3. DEFINITIONS

The policy reflects the statewide Membership policy for South Australian Public Libraries.

Member: Someone that provides identification and signs up to borrow or access Library services. A Member can be anyone with a membership card from any South Australian Public library.

Non-Member: Someone who is not a Member but still enters the library building and access services or events that do not require a library membership.

4. POLICY STATEMENT

4.1 Conditions of Use

Port Pirie Regional Libraries are designed for the enjoyment of all members of the public. As a result, the following guidelines have been developed:

- Public are not to enter the Port Pirie Regional Library Service if they or anyone in their group has any symptoms of cold or flu.
- Public are to keep 1.5 metres distance from others.
- Public are to wash hands or use sanitizer provided when entering the premises.
- Public are to maintain appropriate personal hygiene practices (especially covering coughs and sneezes).
- Members/Non-members are to be respectful and mindful of others while using the library service.
- Members will present their library card or some form of identification to access borrowing, free Wi-Fi and free computing services.
- Public will present some form of identification to book and use public PC equipment
- Members/non-members shall accept responsibility for library materials borrowed in their name, return them by the due date in good order and pay any fees incurred. Fees may be charged for overdue, damaged or non-returned materials. The responsibility lies with the parent or guardian if the borrower is under eighteen years of age.

Document No	Version No	Last review	Next review	Page
POL-0036	1.0	23 September 2020	30 November 2024	Page 2 of 4

4. POLICY STATEMENT (Cont'd)

4.1 Conditions of Use (Cont'd)

Members are to notify the library of any change of address or contact details.

- Members/public are responsible for any damage to their own equipment while using digital video discs, compact discs, computer discs or free Wi Fi supplied by the library.
- Parents/guardians shall take responsibility for the choices made by children in their care with regards to materials and content. The library selects resources in accordance with the Library Collection Development Policy, the *Statement on Freedom to Read* issued by the Australian Library and Information Association and conform to Federal and State censorship decisions.
- Parents/guardians to supervise their children who are under the age of 10 when they are in the library.
- Members/public shall abide by the Library Internet Access Policy which details what is deemed appropriate use of computers and Wi-Fi services.
- Mobile devices eg phones, tablets can be used with discretion and consideration of others.
- Food and drink can be consumed where it does not damage materials or result in cleaning or during designated library events.
- Members are encouraged to make suggestions for improvements to library services by talking to a staff member.

The following behaviors and practices are unacceptable:

- Persons suspected of being under the influence of alcohol or illegal drugs.
- Being aggressive, abusive, insulting or behaving in an unsafe behavior to staff or to others.
- Bringing animals into the library unless with the permission of staff, with exemption for special categories recognised in the Dog and Cat Management Act 2004.
- Entering into unauthorised areas of the library.
- Distributing handbills, advertisements, petitions or other notices to the public, except with the approval of the Manager Library Services.
- Leaving bags unattended.

Document No	Version No	Last review	Next review	Page
POL-0036	1.0	23 September 2020	30 November 2024	Page 3 of 4

4. POLICY STATEMENT (Cont'd)

4.1 Conditions of Use (Cont'd)

It is a condition of entry to the library that bags may be required to be presented for inspection.

Failure to observe these conditions may result in the offending person(s) being asked to leave the premises and/or being suspended from future use of the service.

4.2 Membership

Membership of the library is free upon presentation of photographic Identification and filling in a registration form). If the applicant is under the age of 18, the registration form needs to be signed and submitted by a parent or guardian. The applicant will be issued with a Port Pirie Regional Library card that must be presented each time items are borrowed. Membership is renewed every three years enabling updating of information.

Members of the public can access the library service with a library card from another library.

Port Pirie Regional Library card can be used at any South Australian Public Library.

Members need to be aware that:

Personal data can be accessed by any library on the One Card system (privacy is protected as all local government employees are bound by the Code of Conduct for Council Employees).

Use and access of items from another library service is subject to the policies of the library that owns the items in relation to damaged or lost items.

Booking a computer requires presenting current identification at the time of using the computers.

Some services like reading the paper, photocopying or attending events do not require library membership.

5. FURTHER INFORMATION

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: www.pirie.sa.gov.au

- Port Pirie Council Administration Centre, 115 Ellen Street, Port Pirie
- Crystal Brook Rural Office, Bowman Street, Crystal Brook.

Copies will be provided to interested parties upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

Document No	Version No	Last review	Next review	Page
POL-0036	1.0	23 September 2020	30 November 2024	Page 4 of 4