

# LIBRARY AND LOCAL HISTORY ADMINISTRATION POLICY

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## 1. OBJECTIVE

To manage and operate City of Karratha libraries and local history office services. Build capacity, capability and partnerships across the community whilst simultaneously enabling cost efficient, relevant and responsive services to be provided to the community.

## 2. MEMBERSHIP

### 2.1 General Conditions

In accordance with the *Library Board of Western Australia Act 1951 – Library Board (Registered Public Libraries) Regulations 1985*, The City of Karratha Library and Local History Service shall be a free service, ~~regardless of residential address~~ for people who can show proof of a Western Australian address and no charges shall be made for registration other than levied through the municipal rate.

The library service will abide by the principal of free, universal and equitable access by all Western Australians to relevant and up-to-date public library services, regardless of individual circumstances or geographic location.

Local History services may incur financial charges, as set by City of Karratha Fees and Charges Schedule.

Temporary or traveller membership deposits, recoup charges for lost and damaged stock and fines for overdue library loans are not classified as charges for services.

Any person is entitled to enrol for membership of the Library Services upon showing satisfactory proof of identity and current ~~address~~ Western Australian address. Adults must also provide the name and address of a contact person. Should a person who is a temporary resident (i.e. they are residing at an outlying camp, or a caravan park), not be able to give satisfactory evidence of residence, they will be asked to complete a proof of residency form which is to be signed and stamped by their employer.

Alternatively they are able to take out a Traveller's Membership on payment of:

\$50.00 per individual

\$100.00 per family

This payment is fully refundable when resources are returned to the library. People who take a Traveler's Membership may also be limited to the number of items they are permitted to borrow and/or a limited loan period.

Children (those under 18 years of age) must have the membership form countersigned by a parent or guardian. The place of residence shall be taken as the address where the child normally resides. Independent children who are under 18 will be assessed for membership by library staff on an individual basis.

Organisations are eligible for membership. Responsibility for materials borrowed must be undertaken by the most senior individual of the organization and not an organisational staff position. Organisations will be responsible for updating the membership details.

On becoming a member of, or visiting the City of Karratha Libraries, the member must accept the Conditions of Use of the Library, Conditions for Borrowing Resources and Conditions of Use for Electronic Services which are determined by the:-

- *Library Board of Western Australia Act 1951;*
- *Library Board (Registered Public Libraries regulations) 1985;*
- Coordinator Library Services in consultation with Manager Community Services, through the development of in-house operational standards.

## **2.2 Suspension from membership**

Temporary suspension of up to 12 months at the discretion of the Coordinator Library Services and will be applied to any library member who retains library materials, or seriously misuses the libraries as outlined in 2.3

Permanent suspension may be applied to a member who

- receives 6 accounts for items assumed lost within a 12 month period;
- does not settle an account within 12 months of receiving an “Items assumed lost” report and/or has sundry debts written off (having been deemed unrecoverable by Council).
- Seriously misuses the library under the terms of this policy

Permanent suspension will be reviewed at yearly intervals or at the time the member's registration is due for renewal. Suspension may be revoked at the discretion of the Library Services Coordinator. All cases of permanent suspension will be reported to Council through the Director Community Services for confirmation ~~in the form of a once-monthly list with brief details.~~

## **3. CONDITIONS OF USE OF THE LIBRARY AND LOCAL HISTORY SERVICE**

### **3.1 Visiting the library**

- The member must behave appropriately in the facility and in a manner which does not interrupt, disturb or otherwise interfere with the enjoyment of other patrons;
- To ensure that the libraries continue to be safe places for children and to protect the City against any action in the case of child molestation, children under the age of 12 must be supervised by a parent or a responsible person over the age of 16 whilst in the library, unless previously arranged with library staff.
- Bags and backpacks are to be placed in the lockers or area provided, or can be brought into the public areas with the agreement of a library staff member with the understanding they will be checked on departure.
- The member/visitor may not consume food and drinks while using the library electronic equipment or local history resources.
- Visitors may use mobile telephones in a discretionary manner.
- Only animals that are recognized as medical aids (e.g. guide dogs) are allowed into the library.
- The member must understand that these Conditions of Use may change from time to time and they will be informed of such changes by a Council Public Notice on display in the Library.

### **3.2 Visiting the Local History Office**

~~The Local History Office includes (but is not limited to) micro-fiche and micro-film of local newspapers and records, a historical book and serials collection, genealogy files and general local studies research files. This collection is not for loan and must be viewed on the premises. In most cases, photocopies may be made of material so long as this complies with relevant Copyright and Infringement Legislation.~~

~~Members of the public must be supervised in the Local History Office and therefore, appointments may be required for access.~~

The Local History collection is available to anyone who visits the Karratha Public Library or makes enquiries by telephone, email, written or through the website. The collection is only available during opening hours of the Local History Office.

### **3.3 Exclusion or removal**

The library facilities are public places accessible to everyone. On occasions, this can include those who choose to behave inappropriately. Therefore in the interests of public safety and to ensure all customers enjoy the facility when they visit, the Coordinator Library Services or next most senior officer in the building has the authority to exclude or have cause to remove any person who in their opinion:

- is under the age of 12 years and who is not accompanied by a responsible person who is 16 years or older;
- is disorderly;
- is guilty of offensive behaviour to staff or another member of the public;
- accesses illegal or pornographic material using the library's computer facilities; and
- appears intoxicated or under the influence of drugs whilst in the library.

The Coordinator Library Services can also suspend admission, the use of membership privileges, inclusive of access to materials and other services provided by the library, to any person who refuses or neglects to comply with the conditions of use outlined in this policy and/or the regulations of the *Library Board Act*.

People who wish to dispute the decision made by the Coordinator Library Services, or the most senior officer in the building, may appeal this decision in writing to the Chief Executive Officer of the City of Karratha.

Anyone who is suspended or banned from the library for downloading pornography of any type will be reported to the authorities.

## **4. GENERAL TERMS AND CONDITIONS FOR BORROWING LIBRARY AND LOCAL HISTORY RESOURCES**

### **4.1 Eligibility for borrowing library resources:**

A member will:

- present a current library card whenever borrowing resources from the Libraries. Staff will allow use of a valid driver's license with a current address for any library member only once.
- take responsibility for all the items borrowed from the Libraries. Parents/Guardians shall take responsibility for items on a card issued to their child

- notify the library if a card is lost or stolen. The liability for any items lent or charges incurred prior to such notification shall be maintained by the person to whom the card was issued. If the card is lost or damaged, the member will pay a prescribed fee (as per City of Karratha's Fees and Charges Schedule) for replacement. If a card is stolen and a police report number is quoted a new card will be provided free of charge.
- notify the Library in the event the member changes any contact details;
- return all items borrowed from the Library, on or before the due date;
- pay any charges or fees levied by the City of Karratha for the late return of any item borrowed by the Customer;
- pay all charges incurred as a result of any repair or replacement to items which were lost or damaged whilst on loan to the member;
- examine all items prior to borrowing and satisfy themselves that no damage is evident to those items;
- not make any changes or repairs to any items;
- behave in a proper manner which does not disturb, threaten or otherwise interfere with library patrons and staff members

The member will be unable to borrow items where:

- There is an account on the membership card for overdue items exceeding \$100;
- An account for lost or damaged items is outstanding; or
- There are other outstanding penalties in accordance with library policy

#### **4.2 Eligibility to borrow Local History resources:**

The Local History collection is a reference collection, not for loan outside of the conditions outlined in the Local History Collection Management Policy. The collection must otherwise be viewed on the premises, under supervision by the Local History or Library Staff. Material may be copied according to Australian copyright laws and subject to the wishes of the donor of the material. All copying will be in accordance with City of Karratha Fees and Charges Schedule.

~~Generally, Local History resources are unable to be removed from the Library or Local History Office.~~

~~Institutional loans of books or other original materials may be considered and assessed on merit and any freight or transport costs would be incurred by the requesting body. These requests would have to be compliant with relevant guidelines and procedures.~~

## **5. PENALTIES**

Where an item is damaged or lost while on loan, the member shall pay the amount stated on an invoice for such damage or loss. The charge for the damage or loss may include the cost of fully replacing the item if the City deems it be irreparable. The cost of full replacement may be charged for a new copy of the item rather than assessing the value of the item based on its age.

Where any invoices or charges imposed by the City remain unpaid, please refer to Section 4.1.

## **6. CONDITIONS OF USE FOR ELECTRONIC RESOURCES (INTERNET AND OTHER ONLINE SERVICES)**

## **6.1 Eligibility to use electronic resources**

A person must be a City of Karratha library member in order to reserve a booking and use the public computers and online facilities. This includes wireless access to the internet and downloadable eBooks. By accepting the Conditions of Use for Electronic Services when enrolling at City of Karratha Libraries, members agree that they will abide by these conditions whilst using these facilities. Children are given permission to use the internet when a parent/guardian signs for membership. It is the responsibility of the parent/guardian to advise if they do not want their child to access the internet.

Non-members will be charged a fee as set by the City of Karratha Fees and Charges Schedule.

A member will:

- as a parent/guardian agree that they are responsible for their child's access to and use of the internet;
- not transmit, obtain, request or advertise objectionable material to or from anyone;
- not transmit or make available restricted material to a child;
- understand that internet access through the library prohibits access to sites that might be considered either illegal or immoral;
- understand that the City of Karratha reserves the right to access and monitor any computer or other electronic device connected to the City of Karratha network;
- acknowledge that the Libraries cannot guarantee access to computer unless a prior booking is made and that all online activity needs to cease before the end of the allocated session;
- understand that members have right of first access over visitors;
- understand that the City of Karratha is not responsible for the content of any online services, including its accuracy, authoritativeness, timeliness or usefulness. Similarly, the City cannot be held responsible for breaks in the service due to technical problems outside its control. The nature of the internet means that some or all services will sometimes not be available without prior notice.

## **7. STOCK**

### **7.1 Library Stock**

The Library service's stock selection will be based on principles that aim to:

- Provide information on any subject which may be of value to the public in the format most appropriate to customer needs
- Encourage life-long learning
- Present, as far as possible, all points of view equally, on any subject, and remain neutral in matters of controversy
- Develop an holistic system wide collection to ensure the widest range of materials is available locally
- Conform to Federal and State censorship decisions

There will be occasions where stock may be offered to the public for sale in instances where the items are excess to requirements. This will be at the discretion of the Coordinator Library Services.

## **7.2 Local History Collection**

The Library and Local History Service will collect, organize and permanently preserve material that reflects the history and development of the City of Karratha in accordance with relevant [policy](#) guidelines and procedures.

The material will cover Council documents, written material (either published or unpublished), photographs, maps, videotapes, oral history recordings and records on microfilm, microfiche, digital format and CD-ROM.

The collection will be housed to both preserve and provide maximum security at all times.

Before Council records are destroyed or otherwise disposed of, they should be referred to the Coordinator Library Services who will retain any [books, documents or other data items](#) which [is are](#) considered to be of [local](#) historical value.

## **8. SPONSORSHIP AND DONATIONS**

Library or Local History programs may be commercially sponsored where the Director Community and Corporate Services (or relevant delegated authority) considers it appropriate.

Donations of both Library and/or Local History resources and materials will be assessed on an individual basis and will comply with relevant guidelines and procedures.

Criteria will include, but is not limited to:

- Physical condition
- Currency (ie: age, edition)
- Relevance to current Library and Local History collections (including relevance to region)
- Suitability of format

Items not added to stock may be sold, donated to other appropriate agencies or institutions or discarded. Wherever possible, the donor will be informed of the most likely action at the time of donation.

## **9. NOTICE BOARDS**

All public notices placed on a library noticeboard shall be approved by the Coordinator Library Services and not be overtly commercial or of an illegal nature. Where the material is of a contentious nature, the Coordinator shall seek approval from the Manager Community Services. The period an item is displayed is at the discretion of Library staff.

Petitions, other than those produced by the City of Karratha, will not be displayed.

## **10. OPENING HOURS**

The libraries will be open to the public with hours determined by the Director Community and Corporate Services except in the case of emergency.

Approval to close any facility in the case of emergency will be required by Director Community and Corporate Services

## 11. CONSEQUENCES

This policy represents the formal policy and expected standards of the Council. Appropriate approvals need to be obtained prior to any deviation from the policy. It is imperative that Councillors and Officers retain appropriate documentation to substantiate their expenditure. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the Council.

## 12. REFERENCES TO RELATED DOCUMENTS

- Act: *Library Board of Western Australia Act 1951*
- Regulations: *Library Board (Registered Public Libraries) Regulations 1985*

Policy Number:	CS 20
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Last Review:	New
Next Review:	August 2013
Responsible Officer:	Manager Community <a href="#">Services and Engagement</a>

*This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.*

## APPENDIX A – FREEDOM TO READ

The Australian Library and Information Association, believing that freedom can be protected in a democratic society only if its citizens have access to information and ideas through books and other sources of information, affirms the following principles as basic and distinctive of the obligations and responsibilities of a librarian:

1. A primary purpose of a Library Service is to provide information through books and other media on all matters which are appropriate to the library concerned.
2. A library must protect the essential confidential relationship which exists between a library customer and the library.
3. The functions of the librarian include
  - to promote the use of materials in the librarian's care
  - to ensure that the resources of the library are adequate to its purpose
  - to obtain interest in all relevant facets of knowledge, literature and contemporary issues, including those of a controversial nature but neither to promote or suppress particular ideas and beliefs
4. A librarian, while recognising that powers of censorship exist and are legally vested in state and federal governments, should resist attempts by individuals or organised groups within the community to determine what library materials are to be, or are not to be, available to the customers of the library.
5. A librarian should not exercise censorship in the selection of materials by rejecting on moral, political, racial or religious grounds alone material which is otherwise relevant to the purpose of the library and meets the standards, such as historical importance, intellectual integrity, effectiveness of expression or accuracy of information which are required by the library concerned. Material should not be rejected on the grounds that its content is controversial or likely to offend some section of the library's community.
6. A librarian should uphold the right of all Australians to have access to library services and materials and should not discriminate against customers on the grounds of age, sex, race, religion, national origin, disability, economic conditions, individual lifestyle or political or social views.
7. A librarian must obey the laws relating to books and libraries, but if the laws or their administration conflict with the principles put forward in this statement, the librarian should be free to move for the amendment of these laws.