

Bundaberg Regional Library Service Membership Governance Policy

GP-3-051

Rev. No. 1

1.0 INTENT

To define the requirements for membership of the Bundaberg Regional Library Service.

2.0 SCOPE

This policy applies to permanent residents, ratepayers, and visitors to the Bundaberg Regional Council area.

3.0 POLICY OBJECTIVES

Not applicable.

4.0 POLICY

4.1 Permanent residents/ratepayers - General members

Membership shall be free to permanent residents and ratepayers of the Bundaberg Regional Council area who can produce the required evidence of their residency/ rates payment.

Those who cannot produce the required evidence shall have the option of joining the Library as a Visitor - Temporary (see section 4.2).

4.1.1 Required evidence

Two (2) forms of personal identification which display the person's current residential (street) address.

4.1.2 Acceptable forms of identification include:

- Current rates notice
- Current electoral card
- Driver's Licence
- Utility account
- Pension / Health Care Card
- Rent receipt
- Bank statement
- Doctor / Dentist bill

4.1.3 Membership for persons under 18 years of age

A person under 18 years of age must be made a member of the Library by a parent/guardian. The parent/guardian shall be a permanent resident/

ratepayer of the Bundaberg Regional Council area who is a current member of the Library or eligible to become a member of the Library by producing the required evidence.

Parents/guardians signing for a person under 18 years of age are responsible for the use of that membership card and any fines/costs accrued on that card.

4.2 Visitor - Temporary

A security deposit shall be payable by visitors or as an alternative by permanent residents/ratepayers unable to produce the required evidence for free membership.

4.2.1 Such deposit shall be held by Council until either:

- a. The person can produce the required evidence of residency/rates payment; or
- b. The person applies for a refund of the deposit accepting membership will then be cancelled.

4.2.2 Refund of Deposit

Persons who require a refund of the security deposit must:

- a) Return all Library items and membership card;
- b) Present the original receipt which was issued upon payment of the deposit;
- c) Apply in person for the refund - all refunds must be signed for by the person who took out the security deposit membership.

4.3 Visitors - Annual subscription

Persons residing in a surrounding shire (eg, Gladstone Regional, North Burnett Regional) who can provide proof of address (as identified in sections 4.1.1 and 4.1.2 of this policy) are able to join the library by paying an annual subscription.

4.4 All Members

4.4.1 Change of details notification

All members must inform the Library of any change of details:

- Change of name;
- Change of address (residential, postal, email).
- Change of phone number/s.

4.4.2 Abide by by-laws

By signing the membership form, members (or the nominated parent/guardian of members under the age of 18) agree to abide by all library by-laws and any directions issued thereunder by the Council.

4.4.3 Copyright acknowledgement

By signing the membership form, members (or the parent/guardian of members under the age of 18) agree that library items used or borrowed by the member will not be duplicated by the member, or by another person on the member's behalf, contrary to provisions of the *Copyright Act 1968*, and any subsequent or associated Acts and amendments.

5.0 CONTROLS

Not applicable.

6.0 EFFECTIVE FROM

The Bundaberg Regional Library Service Membership Governance Policy was adopted by Bundaberg Regional Council on 8th July 2008 (Item H3).

This Policy is effective from 5th August 2008.

7.0 ASSOCIATED DOCUMENTS

GP-3-054 Bundaberg Regional Library Service Borrowing and Returning Library Items Governance Policy

GP-3-055 Bundaberg Regional Library Service Overdue Item Fines Governance Policy

GP-3-056 Bundaberg Regional Library Service Lost and Damaged Library Items Governance Policy

GP-3-057 Bundaberg Regional Library Service Miscellaneous Fees and Charges Governance Policy

GP-3-060 Bundaberg Regional Library Service Donations Governance Policy

GP-3-061 Bundaberg Regional Library Service Community Display Spaces Governance Policy

GP-3-053 Bundaberg Regional Library Service Code of Conduct Governance Policy

GP-3-052 Bundaberg Regional Library Service Children in the Library Governance Policy

GP-3-065 Bundaberg Regional Library Service Dress Code Governance Policy

GP-3-066 Bundaberg Regional Library Service Internet Use Governance Policy

GP-3-063 Bundaberg Regional Library Service Wireless Internet Use Governance Policy

GP-3-062 Bundaberg Regional Library Service Internet Links Governance Policy

GP-3-059 Bundaberg Regional Library Service Inter Library Loans Governance Policy

GP-3-058 Bundaberg Regional Library Service Document Delivery Governance Policy