



Tablelands Regional Library Service

Borrowing and Lending Policy

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1. **POLICY INTENT**

To define the requirements for the borrowing and returning of items to the Tablelands Regional Council libraries

2. **SCOPE**

This policy applies to all members of the Tablelands Regional Council Library Service

3. **POLICY STATEMENT**

3.1 **Borrowing Library Items**

- One membership card is issued to each member.
- The owner of the library membership card must present the card each time he or she wishes to borrow library items, use Wifi, the Internet or access library databases
- A driver's licence is acceptable as a means of identification if the membership card has been temporarily misplaced
- Items will not be issued without the borrower's membership card or current licence being presented.
- Members (or the nominated parent or guardian of members under 18 years of age) are responsible for all items issued to their membership card and any fines/costs accrued on that card. This applies whether the member has borrowed the items for themselves or for others.
- Members are required to advise the Library on any change of address including change of email address.
- Members are required to notify the Library of the loss or theft of their membership card.
- If the Library has not been informed of the loss or theft of the card, the library member will be deemed responsible for the loss of the items on their card.

3.2 **Loan Limits and Loan Period**

There are limits on the number of items members are entitled to borrow on their membership card.

- There may also be loan periods applicable to different types of materials.

- These limits are set out in the Library Membership handout.

3.3 Renewals

Renewals can be made for a further loan period by:

- Phoning the library and quoting the membership card number
- Requesting a renewal at the circulation desk
- Online via the Library catalogue using your membership card number and PIN

A limit on the number of renewals applies

Items may not be renewed if the renewal limit has been reached.

Items on reserve for other borrowers cannot be renewed.

3.4 Reservations

Reservations may be made on items that are on loan to another borrower.

- Reserves may be made at the Library counter or via the Library's online catalogue
- Borrowers will be notified by mail, email or SMS when the item becomes available.
- A limit on the number of reserves per card applies.

3.5 Extra loan time

Should a borrower be going on holidays, or have another legitimate reason for needing a longer borrowing period, they should inform staff before their items are issued.

- Extra time will be given at the discretion of staff
- Extra time is not available for new or popular items or travel guides.

3.6 DVDs and CDs

- Library members use library CDs and DVDs at their own risk.
- Tablelands Regional Library Service accepts no responsibility for damage to CD, DVD players or computing equipment from the use of these items
- If a borrower has any concerns about a DVD or CD, it should not be placed in the DVD or CD player, but returned to the Library where staff should be alerted to its condition.
- DVDs and CDs will be cleaned only if maintenance is required.

3.7 Returning Library items

Borrowers may return items to any branch

- Items should be returned to the returns counter, or through the returns chute.
- After-hours chutes are provided for the return of items when the Library is closed.

3.8 Fines and charges

- Overdue charges apply for Long overdue items. Refer to councils. Fees and Charges Schedule for details of all charges
- Lost or damaged items must be paid for before further items may be borrowed.
- Replacement items will not be accepted as an alternative to payment.
- Persons who fail to return long overdue library items will have their borrowing privileges withdrawn and may be contacted by the library asset recovery agency.
- If one member of the family has an account for an overdue/lost/damaged library item, then the member and all members of the immediate family will be refused borrowing privileges until the undamaged item is returned to the Library or the account is paid in full.

4. ASSOCIATED DOCUMENTS

- Tablelands Regional Library Service Membership Policy
- Tablelands Regional Library Service Overdue Item Fines Policy
- Tablelands Regional Library Service Code of Conduct Policy
- Tablelands Regional Library Service Inter Library Loans Policy
- Tablelands Regional Library Service Lost and Damaged Library Items Policy
- Tablelands Regional Library Service Claims Returned Handout
- Tablelands Regional Library Service Library Membership Form
- Tablelands Regional Library Service Library Membership Handout

5. REVIEW

It is the responsibility of the Coordinator Libraries to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed as required.

6. DISTRIBUTION REGISTER

Date	Issue No.	Copy No.	Issued To	Copy Type

This policy is to remain in force until otherwise determined by Council.