

Title	LIBRARY SERVICES POLICY
Policy Number (Governance Purpose)	



Policy Type

Council Policy

Policy Purpose

This policy provides the City and the community with a clear and consistent framework for the management of the City's libraries and its resources.

Policy Statement

(1) Membership

In accordance with the Library Board of Western Australia Act 1951-1985, members of the community are invited to apply for library membership by providing proof of their identity and current residential address in accordance with the Conditions of Membership statement and agreeing to the Terms and Conditions of Use. Categories of membership with restricted conditions are available for people without proof of address.

Any person under 16 years of age must have their membership application authorised by their parent or legal guardian.

Conditions of library use are outlined in the libraries' terms and conditions and are agreed to at the time of membership.

Fines for overdue library loans and materials recovery fees shall be levied in accordance with Regulation 14(1) of the Library Board of WA Act 1951-1985. Fees and charges will be determined by Council's adopted Fees and Charges in the Annual Budget. Temporary suspension of membership will be applied to any library member who retains library materials and/or has an outstanding debt.

(2) Confidentiality

In normal circumstances the library does not make available the personal details or borrowing history of any library member unless an 'order to produce' is presented pursuant to federal, state, or local law. However in the event that a member fails to return long overdue library items personal details will be made available to a material recovery agency to facilitate the return of these items.

(3) Library Collections

Cockburn Libraries is committed to enhancing and maintaining a collection of library materials and resources to support the informational, educational, recreational and cultural needs of the community. Purchase of library materials demonstrates the City's commitment to enhancing the collection to a very high standard to supplement

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library materials provided by the State Library of Western Australia. Collections will meet the Collection Development Guidelines for Cockburn Libraries.

Donations will be accepted on the understanding that the material donated becomes the property of the City of Cockburn. The Library reserves the right to include or not to include donated materials in its collections or to dispose of such materials in any way which in the opinion of the Manager, Library Services is in the best interests of the Library Service. The Library Service will not be bound in any way whatsoever to account to donors for the manner of the disposal of donated materials.

Cockburn Libraries endorse the Statement on Free Access to Information (Adopted 2001, amended 2007), the Statement on Libraries and Literary (Adopted 1979, amended 1996, 2006) issued by the Australian Library and Information Association and the United Nations 2030 Agenda for Sustainable Development (Adopted September, 2015).

The Library will not exercise censorship in the selection of materials by rejecting on moral, gender, individual lifestyle, 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 Service. Material will not be rejected on the grounds that its content is controversial or likely to offend some section of the Library's community. Library resources are available to all library users without restriction, except where legally required, or as set out in the Library's loan conditions. The library encourages parents/carers to set their own family rules in consultation with their child. It is the responsibility of parents/carers to monitor young people's selection and use of library resources.

(4) Public Internet Access

Library Services will provide access to computer and Internet facilities and Wi Fi access in accordance with the Public Internet Usage Guidelines. To facilitate equitable access to computers, a member is required to use the booking system and will be limited to a specified amount of computer access per day as determined by the conditions of use.

The City cannot guarantee continuous Internet access during the time booked.

Access to printing will be available for a fee as determined by Council's adopted Fees and Charges in the Annual Budget.

(5) Supervision of Children

The responsible parent, legal guardian or caregiver must supervise their children while in the library. The following principles apply:

1. Children (under 13 years of age) are not to be left unattended at any time.
2. The City takes no responsibility for the welfare of unattended children
3. A child left unattended in a public library may be classed as a "child at risk of harm" under section 28(2) of the Children and Community Services Act 2004 and may be reported to the police or Department of Child Protection. A parent

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who leaves an unattended child in a Cockburn Library may be breaching the Children and Community Services Act 2004 (failing to protect a child from harm s.101)

(6) Public Welfare

All users are expected to behave in a manner that is appropriate to the nature of the library. Those who misuse the library or adversely impact other users can be banned from the libraries at the discretion of the Manager, Library Services under section 29 of the Library Board Act 1951-1985 and, if appropriate, referred to the police and/or other authorities.

(7) Copyright

Cockburn Libraries support and uphold the rights of copyright owners as documented in the Commonwealth Copyright Act 1968.

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