



# muswellbrook shire council

## Library Membership Policy

MSC078E

### Authorisation Details

<b>Authorised by:</b>	Council	<b>Internal/External:</b>	External
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<b>Department:</b>	Community Services		
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<b>Community Strategic Plan Goal</b>	4. A culturally rich and diverse Community with strong identities, history and sense of belonging		
<b>Community Strategic Plan Strategy</b>	4.3 Host and support a diverse range of cultural activities and events which create a sense of identity and belonging, engage the local community and attract visitors		
<b>Delivery Program activity</b>	4.3.1 Develop and implement a program of Shire events to engage more locals and attract more visitors		

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# 1. Policy Objective

The objectives of this policy are:

- Outline the requirements for people wanting to become a member of the Muswellbrook Shire Libraries
- Outline the responsibilities and conditions of library membership

# 2. Purpose

The purpose of this policy is to outline the requirements for obtaining membership of the Muswellbrook Shire Libraries and also outline the responsibilities of library membership.

# 3. Rationale

People applying for a new library membership to borrow resources from the Muswellbrook Shire Libraries are required to provide appropriate identification and to agree to follow the Library's policies and procedures

# 4. Scope

This policy applies to all members of the public who are currently or wish to become a member of the Muswellbrook Shire Libraries. The Muswellbrook Shire Libraries services the communities who reside and work within the Muswellbrook Shire Council area.

# 5. Policy Statement

## 5.1 Membership

Membership to the Library is free, in accordance with the requirements of the Library Act 1939.

The Library offers several different categories of membership and requires formal identification for full membership to the library service, as detailed below. To be eligible for full membership, customers must live, work or attend school in NSW otherwise customers can apply for temporary membership.

## 5.2 Categories of Membership

Library membership is available in the following categories:

- **Dependant Minor (Junior and Young Adult)** – Persons under the age of 18 years may become members (including infants) provided they have permission of a parent or legal guardian. The parent or guardian should accompany the child to the library and produce current identification when signing up the Junior member. The parent or legal guardian must agree to responsibility for any return of items and payments of late/replacement fees.
- **Independent Minor** –Independent young adults over the age of 16 years who are living out of home may join the library by showing identification with proof of ID. Independent young adult members must agree to the responsibility for the return of items and the payment of late/replacement fees.

- Adult (Adult and Senior 65+) – Permanent residents and ratepayers of Muswellbrook Shire and of neighbouring shires may join free of charge upon application.
- Temporary Membership – Visitors and non-residents who are current members of their local public library within Australia may join as a reciprocal borrower. This type of membership is free, however a current legal identification is required.
- Institutional – Local organisations, schools and Australian library services may join the library at the approval of library management.

Digital Membership (eCard) – residents of the Muswellbrook Shire are eligible to become digital members. Digital members are limited to accessing digital library materials only.

### 5.3 Accepted Forms of Identification

Current Identification showing the current address must be produced prior to becoming a member. Alternatively, where ID is not available listing a current address, two forms of ID forms of identification may be presented.

Accepted forms of documentation are listed below:

- Drivers licence
- Health care concession card
- Lease agreement
- Council rates notice
- Utility account notice
- Student card
- Bank statement with address included
- Alternate forms of ID may be accepted provided that it includes current address details and is supplied by an official third party.

### 5.4 Responsibilities of Membership

Applicants for general library membership receive a physical library card and the library member, or guarantor for member, assumes full responsibility for all use made of their card. By signing the membership card, the card holder agrees to comply with all library policies and procedures; to pay all fees; to be responsible for any loss or damage to materials; to provide immediate notice of any change of address and contact details; and to provide immediate notice if the card is stolen, lost or damaged.

A membership card or proof of identification is required each time a library member wishes to borrow library materials. A membership card or proof of identification is also required for members to use audio-visual equipment and public computers in line with eSmart recommendations. In the occurrence a membership card is forgotten, accepted forms of identification may be used to loan items from the library.

### 5.5 Suspension of Membership

Membership can be suspended due to a breach of acceptable behaviours as detailed in the *Muswellbrook Shire Libraries Overdue Procedure, New South Wales Library Act 1939 or New South Wales Library Regulation 2018*. . Suspension of library membership is only at the discretion of the Head Librarian or higher management.

## 5.6 Membership Card Replacement

A replacement fee is charged for a lost or stolen membership card. No fee is charged to replace a worn out or obsolete borrower's cards. Fees for card replacement may be waived only by the Head Librarian or higher management.

## 5.7 Complaints

Any complaints are to be firstly directed to the Head Librarian. If the customer remains unsatisfied, they may write to the General Manager.

# 6. Legislation

New South Wales Library Act 1939

New South Wales Library Regulation 2018

## 6.1 Details History

Version No.	Date Modified	Modified by	Amendments made
2.0	20/01/2021	L Allan	Changes to library name and scope of policy. Muswellbrook Shire Libraries no longer a member of UHLN. Adopted by Council on 28 September 2021, minute number 105.
3.0	17/02/2025	L Allan	Changes to ID requirements for Digital membership Changes to Library membership suspension conditions Changed policy code from L1-3. Public exhibition of draft policy 27/02/2025-27/03/2025. Adopted by Council on 22/04/2025, minute number 258