

# **GOLD COAST CITY COUNCIL**



LOCAL LAW POLICY No. 4

(LIBRARIES)

REPEALED (GAZETTED 19/12/08)

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## LOCAL LAW POLICY NO. 4

### (LIBRARIES)

To be read with Local Law No 4 (Libraries)

#### 1 Definitions (Authorising Provision Local Law Section 3)

In this Local Law Policy, unless the context otherwise indicates or requires, the following terms have the meanings respectively assigned to them;

“**Area**” means for the purpose of this policy, the Territorial Unit of the Council of the City of Gold Coast.

“**Council**” means the Council of the City of Gold Coast.

“**Library Authority**” for the purpose of the Local Law and this Local Law Policy, means a person authorised by the Council to exercise the powers of an Authorised Person under the Local Law and this Local Law Policy.

“**Member**” means a person whose application to borrow from Council Libraries has been registered by an Authorised Person of the Gold Coast City Council or a Local Government which has reciprocal library arrangements with the Gold Coast City Council.

“**Permanent Resident**” means a person who has been living continuously in the area for more than three (3) calendar months and shall include persons who are eligible to use the library resources in another Local Government Area which Local Government is a party to a reciprocal library membership agreement with the Gold Coast City Council.

#### 2 Classes of Membership (Authorising Provision Local Law Section 10)

- (1) Adult ratepayers.
- (2) Adult permanent residents of the area.
- (3) Persons under 18 years who are permanent residents of the area –
  - (i) Young adult (12 – 15 years)
  - (ii) Junior (under 12 years)
  - (iii) 16 – 17 years classified as Adults
- (4) Non-resident member.

#### 3 Application for Membership (Authorising Provision Local Law Section 11)

- (1) An adult who is a ratepayer in the area, may be enrolled by an Authorised Person as a member upon the proper completion of the registration form and production of appropriate personal identification to the satisfaction of an Authorised person.
- (2) An adult who is not a ratepayer of the area, may be enrolled by an Authorised Person as an adult member on the proper completion of the registration form and production of appropriate personal identification that proves to the satisfaction of an Authorised Person that the applicant is a permanent resident of the area.

- (3) A person under the age of eighteen (18), who is a permanent resident of the area, may be enrolled by an Authorised Person as an adult, young adult or junior member upon the proper completion of the registration form and provided the registration form is signed in the appropriate place, by the applicant's parent or guardian, or other responsible adult, who is eligible for membership under clause 3, paragraphs (1) or (2), of this Local Law Policy, and who accepts liability for the obligations of the adult, young adult or junior member.
- (4) A person who does not qualify for membership under Section 3, Sub-sections (1), (2), or (3) of this Local Law Policy, may be enrolled by an Authorised Person as a non-resident member upon the payment of a membership deposit as fixed, from time to time, by resolution of Council. Such deposit shall be refunded upon application provided all items borrowed have been returned and any service fees or other charges have been returned and any service fees or other charges have been paid in full, subject to the applicant producing personal identification satisfactory to an Authorised Person.
- (5) Non-resident membership shall expire six (6) calendar months from the date of issue and shall not be renewable unless otherwise approved by Council. If a non-resident member does not apply for the return of the deposit originally paid within three (3) calendar months of the date of expiration the deposit originally paid shall be forfeited to the Council.
- (6) The provisions of this Local Law Policy shall not prevent the Council from entering into special arrangements with another Local Government for the purposes of reciprocal Library membership.

#### **4 Definition of Members Obligations and Rights (Authorising Provision Local Law Section 14)**

- (1) All members will be provided with a library member's card which is not transferable and which must be presented at the time of borrowing any library item.
- (2) It is a member's responsibility to ensure that each library item is recorded by an Authorised Person prior to being removed from the library.
- (3) Library items may, from time to time, be categorised, by an Authorised Person into:
  - Borrowing, or
  - Non-borrowing – such items shall not be removed from the library at any time.
- (4) Quotas in respect to numbers of items which may be borrowed in each class and at each Library shall be determined, from time to time, by an Authorised Person.

- (5) Any item available for borrowing may be kept for twenty-eight (28) days and must be returned by the due date or in special circumstances the borrowing may be renewed, at the discretion of an Authorised Person.
- (6) Failure to return any materials borrowed by the due date may result in the service of a notice, and suspension of borrowing privileges.
- (7) The Council does not act as a censoring authority and the responsibility of supervising the reading choice of non-adult persons rests with the parent or guardian and not with the Council.
- (8) A person registered at one Council library shall be entitled to borrow from all Council Libraries and other Local Government Reciprocating Libraries.
- (9) A member shall not retain a newspaper or periodical in the Library for more than fifteen (15) minutes after notice of it being required by another member, has been given to that member by an Authorised Person.
- (10) Where a membership card is lost or destroyed a replacement membership card may be purchased by the member subject to the production of identification, to the satisfaction of an Authorised Person and payment of a fee which shall be determined by resolution of Council from time to time.

#### **Operations and Management (Authorising Provision Local Law Section 23)**

- (1) The Libraries shall be open to the public free of entry charge and at such hours as may be resolved from time to time by the Council or in the case of reciprocal arrangements, the relevant Local Government.
- (2) Stock Items  
Stock Items shall be divided into the following classes:
  - (a) Fiction
  - (b) Non-fiction
  - (c) Periodicals
  - (d) Non-book items
- (4) The average cost of all stock items purchased in the preceding year shall be the basis for the computation of the membership deposit payable in terms of Section 3(4) under this Local Law Policy.
- (5) Any deposit monies will be held for the specified time and no interest will be paid. Deposits will only be refunded if all outstanding fees and charges have been paid and the requirements of the local law and policy have been complied with to the satisfaction of an authorised person. Outstanding fees and charges may be paid out of the deposit sum if such charges are not paid within one month of notification by an authorised person that they are due.

- (6) All outstanding fees/charges due by a member, in terms of the Local Law Policy, shall be paid in full, prior to the Member being entitled to borrow any further library borrowing items.
- (7) Details fees, quotas etc, and conditions of use/membership shall be clearly displayed at each library at all times the library is open to the public.
- (8) The transfer between members of library items on loan is not allowed and the borrowed items at all times remain the responsibility of the original borrower.

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