

Randwick City Library Membership Policy

Effective Date:	July 2014
Contact Officer:	Library Services Manager
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Objective

To identify persons and groups who qualify for membership of the library service and the rules and regulations by which members must abide.

Policy Statement

1. Outline

The purpose of this policy is to outline the terms and conditions of membership of the Randwick City Library. This includes the policies on membership to the Randwick City Toy and Game Library, and terms and conditions for withdrawing membership privileges.

Unless otherwise specified, conditions of membership and use of the Randwick City Toy and Game Library are as described for general library membership.

2. Membership

2.1 General membership eligibility

Membership of the library is free and available to any individual who satisfies the identification requirements outlined in 2.3.

Membership of the library is governed by the Library Act, 1939 and any regulations made under that act.

2.2 Toy and Game Library membership eligibility

Membership of the Toy and Game Library is available to those described in 2.1 on payment of the annual fee detailed in the Library's schedule of fees and charges. This fee will be waived for Randwick City residents only on presentation of a Centrelink, Health Card or other Pension Card. Membership is current for 12 months from the date of joining.

2.3 Registration requirements – two forms of identification required

Persons wishing to register as a member of the library must complete and sign an Application for Membership form. To register as a member current proof of name and home address is required. Applicants are required to provide two forms of identification, one of which must show the name and current address of the applicant. Acceptable forms of identification must be current and may include:

Council rates notice,
Official rent receipt/lease agreement from Real Estate Agent,
Telephone, gas, electricity or utility account,
Financial institution statement,
Membership of professional association or union,
Concession card [Government issue],
Motor Vehicle Registration,
Electoral Roll Notification form.

2.3.1 Driver's Licence as proof of identification

A current driver's licence can be presented as a second form of identification but must be accompanied by another acceptable form of identification that includes name and address.

2.4 Applications under 18 years of age

Applicants under the age of 18 years require a guarantor (such as a parent or guardian) who fulfils the above requirements, to complete the registration form on their behalf and sign the form.

2.4.1 Identification requirements for children & applicants under 18 years of age

Parents/guardians who are already members of Randwick City Library may register their children by presenting their own library card and one other form of identification [including a credit card, Medicare card or similar].

The parent/guardian's membership record must be current and clear of any fines or overdue items. Parents/guardians with exceptions on their membership records cannot present their library card as proof of identification and must satisfy the identification requirements outlined in section 2.2 when registering children as members.

2.5 Toy and Game Library Registration Requirement

Persons wishing to register as a member of the Toy and Game Library must complete and sign an Application for Membership form. Current general library members are required to produce their current general membership card, as proof of identity.

Persons who wish to join the Toy and Game Library but are not general library members are required to comply with general library registration requirements as detailed in 2.3.

2.6 Interstate and overseas visitors

Interstate and overseas visitors must fulfil the registration requirements outlined above or be sponsored by a guarantor who is a permanent City resident.

2.7 Membership Categories

0-11 years:	Junior membership
12-17 years	Young adult membership
18 -59 years:	Adult membership
60 + years:	Senior membership

2.8 Correct membership information

Any changes to membership information, including name, address and telephone numbers must be notified to the library. Library members can do this in person at one of the three library service points, in writing, or by e-mailing: contactus@randwick.nsw.gov.au . Proof of changes in name, address etc. must be supplied.

2.9 Membership Renewal

Library members will be asked to renew their general membership every two years, at which time customer details are updated. Those members who do not use their library card or update details within six months of the renewal date will be deleted from the library membership database.

Toy and Game Library membership requires annual renewal from the date of joining the library. Toy and Game Library members are required to pay the annual membership fee in order to renew borrowing rights or present documentation in evidence of eligibility for exemption, as per 2.2.

2.10 Suspension or withdrawal of membership

In the event of a library member refusing to pay any of the fees and charges authorised under the Local Government Act 1993, (Section 608) and regulations made thereunder, or any other relevant legislation, his or her membership may be withdrawn.

Library members not abiding by any library policy or section of NSW Library Regulation 2005 may have their membership withdrawn.

2.11 Randwick City Library Card

2.11.1 General membership Card

Each registered member is provided with a library card that can be utilised at any library service point, and for remote access to databases and personal details through the online catalogue. The card remains the property of Randwick City Council.

This card is provided for the specific applicant. The library member is responsible for any costs incurred from incorrect use of his or her library card.

2.11.2 Toy and Game Library membership card

Each registered member of the Toy and Game Library is provided with a Toy and Game Library card. This card is transferable to other family members; however the registered Toy and Game Library member is responsible for any costs incurred from incorrect use of the card.

2.11.3 Senior's Membership card

Applicants 60 years and over are eligible to obtain a Senior's Library Membership card, which carries with it the same conditions as the general membership card along with a number of special conditions as determined by the library service. These conditions may include such benefits as reduced or zero overdue fines, discounts on selected other fees and charges as outlined in the schedule of fees and charges.

2.12 Lost or stolen library cards

Library customers are required to notify library staff of lost or stolen library cards. This should be done as soon as possible to prevent unauthorised use of the card. A replacement charge is levied for lost cards

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