

# Library Membership and Use

## Loan Conditions

1. In accordance with the Library Board of Western Australia Act 1951 – Library Board (Registered Public Libraries) Regulations 1985, the City of Mandurah Library and Information Service shall be a free public library service and no charges shall be made for such a service other than levied through the municipal rate. Membership charges for non WA residents, fines for overdue loans, recoup charges for lost or damaged stock and charges for non-core library services are not classified as charges for service.
2. An individual person, family or organisation may apply for membership, provided that the applicant is able to meet with, or supply, specified requirements. Documented proof of current permanent address, including the name and address of the person, family or organisation, must be provided before a membership application will be accepted.
3. An application from a child under 18 years must be signed by a parent or other guarantor who will accept financial responsibility for items borrowed, and any fines incurred from the library. A guarantor must be a responsible person over the age of 18 years who is willing to accept financial responsibility for any debts incurred to the library by the underage member.
4. A parent or guardian, who signs an application form for a person under the age of 18, accepts responsibility for supervising that person's use of the library and the items borrowed.
5. Children under the age of 13 must be supervised by a parent or guardian when they are in the library.
6. The number of items that may be borrowed is subject to limits, as determined the Library Coordinator.
7. A charge will be made for a replacement library membership card, due to loss or damage of the original card. The amount of the charge, is determined by the City of Mandurah, and is shown in the Schedule of Fees and Charges. Library items may be borrowed for the loan periods as determined by the Library Coordinator.
8. Where an item which is part of City of Mandurah library stock:
  - (i) is not returned after notice requesting its return has been given;
  - (ii) is lost whilst on loan to a registered borrower; or
  - (iii) after being returned is found to be damagedthe registered member who borrowed the item may be required by the City of Mandurah Library:
  - (i) to pay the cost of replacement of the item as determined by the City of Mandurah libraries with the concurrence of the State library of Western Australia, and if the item is one volume of a set and it is impracticable to replace that volume, to pay the cost of replacement of the whole work; or
  - (ii) to compensate the City of Mandurah libraries for the loss or damage sustained.
  - (iii) to pay an overdue fine for late return of items.
9. If a registered member refuses to pay the cost of replacement of overdue or damaged library items and associated fines or refuses to return the overdue items to the library, the registered member may have their registration suspended until all amounts due are paid and/or all overdue items are returned to the library.
10. Where a guarantor of a child registered as a junior or young adult member, refuses to pay the replacement cost of overdue or damaged library items and any fines in the name of the child, or refuses to return the overdue items to the library, the child and the parent or guarantor may have their registrations suspended until all amounts due are paid or all overdue items returned to the library.
11. The City of Mandurah does not accept responsibility for possible damage to library patron's equipment caused by DVDs, CDs or tapes.
12. Any organisation within the City of Mandurah being an association, society, educational institution, business or any department or agency of the Government of the State or Commonwealth may make application to borrow items from the library which are required for the official business of the organisation. The enrolment application must be signed by an officer of the organisation who will accept financial responsibility for items borrowed from the library, and any fines incurred from the library.

## Online Services

The City of Mandurah makes Internet and computer applications available in accordance with the aim to 'provide high quality resources to inform the community and support lifelong learning'.

13. To contribute to 'equality of service for all' library Internet and computer access is provided without charge. Charges apply for printing.
14. The City of Mandurah applies filters to public Internet computers but does not guarantee their effectiveness. As with other library material parents or guardians are responsible for a child's use of the Internet.
15. Web-based email accounts can be accessed through library computers, but due to the high bandwidth required feature films and music cannot be downloaded.
16. Data may be saved to removable disks or other storage devices, but the library does not check for viruses and make no assurances about the integrity of data.
17. It is the responsibility of the patron to familiarise themselves with relevant copyright legislation to enable them to use online and other resources appropriately.
18. Members using on-line services within the library must not access, transmit or obtain possession of objectionable material, or make such material available to a minor. Objectionable material is that which may be construed as obscene, sexual, racist, discriminatory, harassing or illegal.
19. Tampering with, or circumvention of computer files, output or software, or unauthorised modification of computer programs or procedures is not permitted.
20. The City of Mandurah has no control over the information accessed via the Internet and cannot be held responsible for its contents.
21. The City of Mandurah reserves the right to withdraw or prohibit use of on-line facilities without notice or reason, for any contravention of the conditions of use.
22. The Mandurah Community Information database is not available for commercial organisations to promote their activities unless they are addressing an important community need.
23. The Library respects users' rights to privacy but will comply with law enforcement agencies that issue warrants to inspect our electronic systems and logs.
24. It is the responsibility of the library patron to book in for use of a computer and adhere to the time allotted to them. The Envisionware Software Booking System allows for 60 minute reservations at one time with a maximum of 120 minutes per membership per day.

## Notices, advertising and displays

25. Notices for display on community notice boards must be submitted to library staff before being displayed. Items that will not be displayed include:
  - Notices advertising goods or services where the only benefit is personal or corporate gain
  - Petitions
  - Political or religious material that is not part of the library collection.
26. Displays may be presented in the library by community groups, provided that:
  - Permission is given by library staff
  - The display presents a balanced view of the subject
  - The display is not promoting a business
  - Arts and crafts displays must only include the name and telephone number of the artist.

## Home Delivery

27. Home delivery of library materials is provided to patrons who because of frailty, ill health or disability, are unable to visit the library.