

Porirua City Libraries Policy

Coverage

These Library Usage rules apply to all Public library facilities operated by the Porirua City Council.

Interpretations

The following interpretations apply unless inconsistent with the context:

- **PORIRUA CITY** means the area for the time being administered by Porirua City Council.
- **LIBRARY** means any library established and operated for the time being by the Porirua City Council for use by the public or any section of the public, and includes every portion of any building used for such purposes, and may include a mobile library.
- **MANAGER CITY LIBRARIES** means the person appointed as the Porirua City Council's - Manager City Libraries and includes any other person for the time being carrying out the duties of the Manager City Libraries.
- **LIBRARY ITEMS** means any book, pamphlet, periodical, manuscript, painting, drawing, print, map, music score, photograph, film, sound recording, audio and video magnetic tape or disc, computer disc, software recording, information on or in any medium or manner held by Porirua City Council libraries, and includes any item borrowed by the Porirua City Council from any other library
- **DAMAGE** means to tear, cut, soil, write in, deface, with leaves turned down, scratch, delete or distort the content in whole or in part, and includes any damage to a library material's barcode or other referencing device associated with that item.
- **MEMBER** means a person to whom the Porirua City Council has by registration or otherwise granted a library card or privilege to borrow an item from a library.
- **REFERENCE COLLECTION** means any item identified by the Porirua City Council for use only within the library.
- **SPECIAL COLLECTION** means any item or group of items identified by the Porirua City Council, or held by the Porirua City Council, which have specific characteristics that warrant the use of those items being restricted to ensure the items are appropriately protected or maintained.

Membership

The following categories of people may be eligible to become library members:

Residents

- Any person, regardless of age, living permanently in Porirua City.
- Any person who intends living in Porirua City for three months or more for the purpose of attending an educational institution, a course of treatment, or holidaying in the City, etc.

Ratepayers

Those who pay property rates to the Porirua City Council.

Non-residents

Those who do not qualify under the above conditions may register for a Non-resident family membership on payment of an annual subscription to be determined by the Porirua City Council from time to time.

Corporate

Businesses and Corporate bodies that pay property rates to the Porirua City Council.

Education Institutions

Pre-primary, primary and secondary education institutions located within Porirua City.

VisitorsReciprocal

Members of other New Zealand public libraries which allow members of Porirua City Council Public Libraries holidaying in their districts to borrow from their libraries are eligible for temporary membership while in Porirua City. Proof of membership, such as a library card, is required.

Non Reciprocal

Those persons who are in Porirua City for more than four days but less than three months, and who do not qualify for membership under any of the above clauses, may join the library temporarily on payment of a fee to be determined by the Porirua City Council from time to time

Conditions of use

Requirements for Becoming and Remaining a Member

Identification Required

Proof of identification and address verification is required when applying for membership either in person or electronically

Acceptance of Conditions of Membership Required

When applying to join the Library the person applying for membership, or if under 18 years of age, their guarantor, must indicate their acceptance of the conditions of membership

One Card Only

No person may have more than one library card for use in the Porirua Public Libraries, with the following exception: (A non-resident subscription member may be issued with additional cards for members of the family living at the same address as the subscription member)

False Information

Use of false name or address in order to become a library member or to retain library membership is not permitted. Failure to comply will result in cancellation of membership and could result in prosecution or civil action.

Alternative Address

An alternative address is required when applying for membership. This alternative contact is an address to which notices can be sent if a member moves from a current address and the library loses contact. This contact address can be that of an employer or a relative or friend living anywhere in New Zealand.

Non Transfer of Card

The library card is issued to the person applying for membership and may not be transferred.

Responsibility for Library Items Borrowed

Library staff will assume that the person presenting the card has the right to use it. The person to whom the card was registered is responsible for all library items issued on that card

and for any fees or charges, which arise from its use. Children and young people under 18 years of age require a parent or guardian or other adult to be responsible for library items borrowed by them.

Loss of Library Card

Loss of a library card should be reported promptly. Until the library is notified of the loss, the responsibilities for the library items borrowed on the library card remains the responsibility of the library card holder.

Changes to Registered Information

It remains the responsibility of the library card holder to notify the library of any changes to the information which was entered on the application for membership. This includes a change of address, a change of name, etc

Conditions of Borrowing

Library Cards

Members must produce their library card in order to borrow library items or use any other services requiring the Library membership card

Number of Items

The number of items which can be borrowed by an individual borrower at any one time or the total number of items an individual borrower may have on loan at any one time is as notified by the library from time to time. This information is available with the librarian.

Library staff may at their discretion limit the number of items from a specific collection area or on the same subject, which may be borrowed at any one time. This will apply particularly to non-fiction children's material.

Reference Only Materials

Reference only materials are not available for lending, except at the discretion of the Manager City Libraries. These include bound volumes of periodicals, materials from the Heritage Collections, newspapers, and any materials labelled "Not for Issue" or "Reference only".

Loan Period

According to the type of material, library items may be borrowed for a period of time determined by the Manager City Libraries from time to time. Library items retained for longer than the loan period may be subject to a charge. There is a maximum loan period for all library items after which the item is considered as lost and the card holder may be charged accordingly.

Returning Library Items

Library items may be returned to any branch of the Porirua City Council libraries.

Loss/Damage

Retention of borrowed items beyond the period of extended loan, or the return of items which have been damaged, may result in a charge for the replacement value of the item borrowed, plus a fee for costs incurred.

In some cases the replacement value may be charged at a standardised rate, to minimise administration costs.

Loss of Borrowing Rights

Failure to return library items by due date and failure to pay all charges and fees as specified above may result in temporary loss of borrowing rights.

Maximum Amount of Debt

The Library sets a standard maximum amount for which a member is able to be in debt to the library. The amount may be reviewed by the Manager, City Libraries from time to time.

Borrowing rights may be suspended until the amount owed is within the determined limit. The Library reserves the right to pass on any costs related to debt collection to the member.

Theft

Library items are the property of Porirua City Council. Failure to have items properly issued is considered theft, and may be treated as theft.

Copyright

The payment of a hire charge for borrowing compact discs, CD-ROMs, music cassettes and any print or electronic media shall not confer on the borrower any rights of licence in respect of copyright or public performance and the borrower shall indemnify the Library Service against all costs, claims, demands and liabilities resulting from any infringement of copyright in respect of sound recordings and any other items whilst in his or her possession.

Fees and charges

The library offers a range of services and items for which a charge is made as a condition of their use. The amount of Library fees and charges will be determined by the Porirua City Council. The list of fees & charges for various services is available from the librarian.

Each member shall be responsible for any fines, fees or other charges due in accordance with the Library's standard schedule of fees & charges. Failure to pay these fines will result in the suspension of borrowing privileges

Standards of Behaviour

The Porirua Public Library serves a diverse community and strives to do so with tolerance, fairness and respect. The library endeavours to provide a safe environment for everybody. Library customers are expected to behave in a manner which does not endanger themselves or anyone else, in accordance with the Health and Safety in Employment Amendment Act 2002 and its amendments.

In order to provide a safe and comfortable environment for its users, the Library asks patrons to observe the following standards of behaviour while on its premises:

- Food and drink, unless consumed in areas legitimately provided for this purpose or as part of a library program or event, are prohibited.
- Use of alcohol, tobacco, or mind altering substances is not permitted.
- Conversation should be kept quiet enough not to disturb other library users or to disrupt library activities.
- Radios, televisions and other devices with external speakers may not be used in the Library.
- Use of personally owned computers within the Library is limited to laptops. Sound must be turned off; use of the Library's telephone lines or data outlets is prohibited.
- For safety reasons parents and caregivers are expected to ensure that children in their care are properly supervised at all times. The library takes no responsibility for unaccompanied children. Leaving children under the age of 14 years without reasonable supervision and care is an offence under the Summary Offences Act 1981 and its amendments.
- Running is not permitted in the Library.
- Any behaviour which endangers, disturbs, interferes with, or is inconsiderate of, any other person's use of the library, or is likely to cause damage to library property, is unacceptable.
- Belligerent, abusive, offensive or profane language will not be tolerated.
- Animals, other than authorised/certified 'Guide Dogs' (e.g., vision-impaired, hearing companion, etc.) are not allowed in the Library.
- Stalking, harassing or intimidation of patrons or library staff anywhere on library property is prohibited and may be punishable by law.

- The resources of Porirua Public Libraries are owned by Porirua City Council on behalf of the ratepayers of Porirua City. The Manager, City Libraries is responsible for ensuring that these assets are maintained and available for the public good. Damage to library items or to any other library property is therefore treated seriously and will result in penalties to fairly compensate the Library for damage or loss.
- Removing library items from the building without checking them out is not only prohibited, it is unlawful.
- Entering or remaining upon library premises with a bodily hygiene so offensive that it constitutes a nuisance to others is not permitted.
- Entering non-public areas of the library without permission is not permitted.
- The Selling, soliciting, surveying, distributing of written materials, or canvassing for any political, charitable or religious purposes inside a library building, doorway or vestibule without prior authorisation of the Library Manager or designee is not permitted.
- Any behaviour or use of the Library that interferes with the Library's stated purpose of delivering a wide range of well-presented resources that are readily available and meet public expectation of a modern library service is not permitted.

Enforcement:

Enforcement of the above guidelines may take the form of any of the following actions, depending upon the severity of the misconduct, which will be determined by the staff on duty at the time.

- In most cases, persons who are behaving inappropriately in the Library will be given one warning and asked to behave in an appropriate manner.
- People who do not modify their behaviour after one warning will be asked to leave the Library for the rest of the day.
- In the event of misconduct that is considered extreme by the library staff, the offender will be ordered to leave the building immediately and/or the police will be called.
- Persons who behave inappropriately on a regular basis or who engage in unlawful activities while on Library property may have all or part of their library privileges revoked or risk being barred from the Library for a period of time, as well as face the possibility of legal action.

Penalties:

Failure to observe the above Conditions of Use may result in temporary or long term suspension of membership and borrowing rights, and/or exclusion from Library premises, or penalties under the law as appropriate.