

Library Policy

Adopted: 16 March 2017

Background

Far North District Council operates 6 public libraries and supports 4 community libraries and 1 Area School community library. The 6 public libraries with full library services are located in Kaitaia, Kaikohe, Kawakawa, Kerikeri, Paihia, and Kaeo.

Objectives

1. To provide leisure and learning opportunities with accessible facilities and services that meet the learning needs of the community.
2. To provide best practice library and information services guided by New Zealand Library Association standards for public libraries.
3. To provide responsive and affordable library and information services for our communities.

Policies

Enrolment

1. Borrowers must complete a library enrolment form and provide two forms of personal identification, including proof of current postal address. Children and young adults must have the signature of a parent or guardian on their enrolment forms.
2. Each borrower must have their own card. One library card is available per borrower.
3. Library cards are valid for use in any of the six public libraries in the Far North District.
4. Lost or stolen library cards must be reported to any of Council's libraries as soon as possible and may be replaced for a fee. Proof of ID must be sighted by staff.
5. Types of borrowers are:
 - adult resident (primary residence in or is a ratepayer in the Far North District)
 - adult non-resident,
 - institutional (day-care centres and training providers)
 - young adult (age 14-18), and
 - child (age 0-13).
6. New borrowers unable to provide proof of address may join on the following conditions:
 - borrowing and item request limits of 2 items, until proof of address is supplied; digital items are not available to 'no-address' borrowers.
 - 'no-address' families may have 1 Adult, 1 Young Adult and 2 Children's cards.
 - there is no limit on how often 'no-address' borrowers can swap items.

Borrowing Material

7. No library material may be issued without a valid card.

8. All material issued will be the responsibility of the cardholder or, in the case of a child or young adult, the parent/guardian.
9. Only children's books may be borrowed on a child's card.
10. Most library materials are issued for 28 days. Multimedia are issued for two weeks. Reference books may not be borrowed.
11. There is a limit of 50 items on any one card.
12. Borrowers may place requests on material either in person, by phone, by correspondence, or via the online library catalogue. If a book is not held by the Far North District Libraries, borrowers may request an inter-library loan for a fee.
13. Library materials may be returned to any of Council's libraries.
14. All library material must be returned by the date due unless renewed.
15. Items may be renewed a maximum of two times. Renewals may be requested in any library, online, or by phone. Items in high demand will not be renewed.
16. The librarian reserves the right to cancel or decline library borrowing.

Charges

17. Fees are reviewed annually and are listed in Council's Schedule of Fees and Charges.
18. Overdue fines will be charged as outlined in the Schedule of Fees and Charges. Overdue notices are mailed or emailed at 1, 2, and 4 weeks overdue.
19. Outstanding library charges of \$10 or more will result in the suspension of borrowing privileges until payment is made. Debt over \$50 and over three months outstanding will be referred to Council's debt collection system if no arrangement to pay has been made with the librarian in charge.
20. Lost or damaged materials must be paid for in accordance with the charges levied in the library. No credit is given if items are found and returned. Once paid for, the item becomes the property of the borrower.

Behaviour

21. Any behaviour that endangers, disturbs, or interferes with another person's use of the library is unacceptable, as is verbal abuse of staff, bullying, and damage to property.
22. Smoking (including e-cigarettes) and the consumption of alcohol and drugs are prohibited on library property.
23. Leaving children under the age of 14 years without reasonable supervision and care is an offence under the 'Summary Offences Act 1981 amended'. FNDC staff are not responsible for unaccompanied children.
24. A reasonable standard of dress is required.
25. No animals are permitted on library premises, except disability dogs.
26. Persons who violate these standards of behaviour can be asked to leave a library and may be issued a trespass order.