

# Council Policy

## Library - Membership

Effective date: 28 September 2010

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[www.kaweraudc.govt.nz](http://www.kaweraudc.govt.nz)

# 1. Policy Statement

## Joining the Library

Membership of the Kawerau District Library is free for anyone who resides within the boundary or is a ratepayer in the Bay of Plenty Regional Council area. To join at this Library, you must enroll by filling out a Bay of Plenty Regional Council area borrower application. Three items per family may be borrowed at that time and your borrower's card will then be posted out to you. When joining, you must show acceptable personal identification. Giving false information may lead to your borrower's application being declined or cancelled.

## Acceptable Identification

Acceptable personal identification includes:

- Current New Zealand Driver's Licence
- Current Passport
- Current Government ID
- Student ID
- Current Credit or Bank Card (must have name details)

## Conditions of Membership

In signing your borrower application, you agree to:

- Produce your Library card when using Library services and accept responsibility for its use.
- Return all items borrowed by the due date.
- Pay for overdue, damaged or lost item/s and any debt collection fees.
- Advise the Library of any change of address.
- Immediately, contact the Library if your card is lost or stolen. You are responsible for item/s borrowed before the loss was reported.
- Acknowledge the same responsibility for any child you have registered.

## Borrower Categories

### Adult

Membership is free for adults aged 18 and over, residing or paying rates within the Bay of Plenty Regional Council area.

### **Youth**

Membership is free for youth aged 0-17 residing within the Bay of Plenty Regional Council area.

A parent or legal guardian must sign the borrower application form accepting responsibility for the Library card.

### **Educational Institution Borrowing**

Membership is free for educational institutions within the Bay of Plenty Regional Council area.

A letter of authorisation from the Principal of the educational institution accepting responsibility for use and debts must accompany borrower applications.

The membership is for school use only and must be renewed annually.

## **2. Relevant Delegations**

The Chief Executive Officer or his/her nominee has delegated authority for the implementation of this policy.

Responsibility	Group Manager, Finance and Corporate Services
First Adopted	28 September 2010
Revisions/Amendments	28 September 2010
Review Cycle	N/A
Review Required	N/A
Authorised By	Kawerau District Council Ordinary Council Meeting