

Eligibility for Membership and Use of Libraries

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Position Title of Responsible Business Unit Manager:	Manager Libraries, Arts and Culture	

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1. TITLE

Eligibility for Membership and Use of Libraries

2. OBJECTIVE

To define criteria for eligibility for membership and use of Libraries

3. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
N/a	

4. POLICY

- 4.1 Anyone is eligible for membership provided they supply proof of identity and of permanent or temporary residential address in Victoria.
- 4.2 Applications for membership from people under the age of 18 requires a parent or guardian to be present at joining and provide proof of identity and proof of residential address in Victoria.
- 4.3 Visitors who are residing with local residents but cannot provide proof of residential address in Victoria are eligible for membership if they provide proof of identity and their host is prepared to act as guarantor and supply proof of their identity and residential address.
- 4.4 Interstate or overseas visitors who are unable to provide proof of their temporary address in Victoria or who do not have a host prepared to act as guarantor who can provide proof of identity may be eligible for membership with limited borrowing rights at the discretion of the Manager, Libraries, Arts and Culture.
- 4.5 Visitors are eligible for a single-day guest membership to access library computers only without the need to provide proof of identity or residential address.
- 4.6 Organisations in Glen Eira which provide a direct service to children, the aged and people with disabilities (such as nursing homes, schools, kindergartens and childcare centres) are eligible for membership. Applications require the Principal, Director or Manager to accept responsibility for all items borrowed on the organisation's membership card.
- 4.7 Membership is free of charge.
- 4.8 Members agree to comply with the Library Membership Conditions and the Conditions of Use: Internet Access and Computer.
- 4.9 Members are subject to the provisions of Council's Local Law 2009, including Local Law 404 relating to inappropriate behaviour on Council land and Local Law 421 relating to

overdue library books.

- 4.10 Persistent breaches or a serious breach of this Policy or the Local Law 2009 may result in membership and access being suspended or withdrawn by the Manager Libraries, Arts and Culture.
- 4.11 Members, guarantors of members, or persons nominated by companies/organisations are responsible for every item borrowed on their membership card.
- 4.12 Membership details are held in accordance with the Privacy and Data Protection Act 2014.

5. HUMAN RIGHTS CHARTER COMPATIBILITY

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006*.

6. ASSOCIATED DOCUMENTS

Conditions of Use: Internet Access and Computer Use
Council's Local Law 2009
Eligibility for Home Library Service Policy
Library Membership Conditions
Libraries PC and Internet Access and Use Policy
Libraries Service Payment of Fees and Charges Policy
Privacy Policy

7. REFERENCES/RESOURCES

Charter of Human Rights and Responsibilities Act 2006 (Vic)
Privacy and Data Protection Act 2014 (Vic)