

Guideline



Library membership eligibility and responsibilities

Summary/Introduction

Membership eligibility and responsibilities are governed by the New South Wales Library Act 1939. Central Coast Council maintains library services for the Central Coast community. Non-residents who are part of the broader community can also apply for Central Coast Library membership.

Purpose

The following guidelines provide an explanation of the categories, terms and conditions of Central Coast Library Service membership.

Membership

Full membership

Eligible persons are:

- a) Persons who pay rates to Central Coast Council and/or are residents of the Central Coast, and/or work or study on the Central Coast.
- b) Persons who are residents of the Lake Macquarie Local Government Area.

Each eligible person is entitled to a single library membership

Library membership is renewed every two years.

When library cards have not been used for 3 years, membership may be removed from the Library Management System. Members with items or fees outstanding will not be removed from the system.

Library membership is free

Online membership

Eligible persons are:

- a) Persons who pay rates to Central Coast Council and/or are residents of the Central Coast.

Membership can be converted in person to Full, Temporary or Restricted membership.

Library membership is free.

Temporary membership

Eligible persons are:

- a) Visitors and non-residents of the Central Coast

Membership lasts for 12 months.

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Borrowing is restricted to five items.

Restricted membership

Eligible persons are people living in emergency or temporary accommodation.

Membership is renewed every two years.

Borrowing is restricted to five items.

Restricted membership is free.

Special circumstances

Customers under the age of 16 living in more than one household can have two memberships and two cards with differing guarantors, on request. When the membership progresses to adult membership, they will be asked to nominate which card they would prefer to keep.

Customers under the age of 16 must bring a guarantor with them to apply for full membership.

Terms of membership

- Customers may borrow up to 20 items.
- In addition to the 20 items customers may also borrow e-resources, these

may have differing limits depending on the service.

- Library items have a loan period of 21 days, excluding magazines, Fast Flicks and Fast Reads which have a loan period of seven days. Special loan periods apply to Bookmobile customers and Home Library Service customers.
- Customers are allowed one renewal of the same loan period for all library items unless the items are reserved by another customer or have progressed to the Long Overdue status (more than 14 days overdue).
- Overdue fees are not charged; however, customers will have their borrowing privileges suspended when items become 14 days overdue.
- Borrowing privileges will be suspended for memberships with over \$20 of outstanding fees
- Library membership includes access to the library's public computers. Guarantors can restrict access to the library's public computers for customers under the age of 16 when joining if they so choose.

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- Library customers are responsible for all items borrowed on their member record. When members damage or lose library materials, including parts of multiple piece items, they are obligated to pay the replacement value of the item, or part(s), plus associated cost as determined by Council's Fees and Charges.
Lost or damaged charges will not be refunded once paid by the Library customer.
- Items borrowed are the sole responsibility of the member who borrowed them. Items on loan to members under the age of 16 are the responsibility of the guarantor listed on the library management system.
- When a young adult customer progresses into the adult member category they will be responsible for their own borrowing.
- Items are loaned to members on the understanding that they will be returned by their due date, in the condition they were borrowed, allowing for normal wear and tear. Library supervisors will determine what constitutes normal wear and tear.
- When an item is returned damaged, or not returned at all, the member who borrowed the item, or the member's guarantor, is obligated to pay the replacement value of the item, or part(s), plus any associated costs as determined by Council's Fees and Charges. In lieu of payment, damaged or lost items may be replaced with either a new copy of the same title or a similar, new item of equal or greater value.
- Wireless charging pucks are available for loan to library members with a valid library card. It is the responsibility of the borrower to show due care for the Library's digital equipment. If an item of digital equipment is lost, stolen, or broken – whether in part or full – the associated costs for the replacement or repair of that item, or part, is the responsibility of the borrower. Replacement cost is calculated as the cost of the item as shown on the Library's LMS. Digital equipment must

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be returned to a staff member at the Circulation Desk and may not be returned in the book chute.

- Central Coast Library Service reserves the right to, either temporarily or permanently, suspend borrowing privileges or membership if the member does not adhere to these terms as outlined.

Related resources

[Delivery Program and Operational Plan |](#)

[Central Coast Council \(nsw.gov.au\)](#)

[Library Act 1939 No 40 - NSW Legislation](#)

[Library Regulation 2018 - NSW Legislation](#)

Ask us a question

Please contact us at:

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