
POLICY:	LENDING
DATE ADOPTED:	Director Cultural & Community Services Report #1 Policy 6 July 2016 Council 20 July 2016 Minute Book No. 12315
LAST REVIEW:	July 2021 - Adopted Council 19 August 2021
FILE REFERENCE:	21.00054
OBJECTIVE:	Clearly outline the regulations for lending

Bathurst Library is committed to providing the public with opportunities to satisfy their recreation and information needs in a safe and welcoming environment. Bathurst Library appreciates the importance of current, informative and entertaining collections for members and as such will provide relevant collections to community needs.

Bathurst Library Collections

The Bathurst Library lending collections include Adult Non-Fiction, Adult Fiction, Children's books, Graded Readers, Young Adult books, Graphic Novels (Comics), Large Print books, Talking books, Magazines, DVDs, Music CDs and HSC study books.

Bathurst Library also holds Reference, Local History and Family History collections. These collections are not for loan but can be viewed within the library space.

The Bathurst Library eCollections offer Library members access to research and learning databases, eBooks, eAudiobooks, eMagazines and other downloadable and streaming media.

Lending Policy Objectives

This policy applies to the borrowing of the library physical collections and covers the terms of loan, the renewal and reservation of library materials. It also covers the loss or damage of library materials whilst on loan.

Definitions

- A **“lost item”** is considered “lost” if not returned 28 days after the due date, or when the library member reports the item as lost or stolen.
- An item is considered **“damaged”** when it is returned in such condition that it is unable to be returned to lending stock and in some cases will need to be removed from the collection. Examples of damaged stock includes, but is not limited to: mutilation of the item(s); despoiled by graffiti, spilt liquids or soiled

from food stuffs; exposure to smoke and soot; or returned incomplete, as is the case where integral parts of the item are missing/not returned/damaged/destroyed.

Library members responsibilities

- To abide by all Bathurst Library Policies and any future revisions.
- To provide up-to-date personal details including proof of change of address.
- To return or renew items before/on the due date.
- To pay any outstanding charges prior to borrowing further items. A part payment system is available if required.
- To advise library staff of lost or stolen library cards. Members will be responsible for items borrowed on cards that are not identified as lost or stolen to library staff.

Renewal of items on loan

Library items not reserved by another patron can be renewed a maximum of 2 times. Renewal can be done by contacting the library via phone, in person or by renewing items online via the Bathurst Library's website.

Reservation of library material

Library materials on the library shelves and those which are currently on loan to another member can be reserved. When the reserved item becomes available, the patron will receive notification (either by post or email) that the item is now available for borrowing. Items may be reserved in person, via the library's online catalogue or by telephone. Reserved items will be held for collection for 14 days from notification. If the item is not collected within this time the item will be returned to the general collection.

Items not held by Bathurst Library

For items not held at the Bathurst Library, library members can suggest the item be purchased or place a request for the item to be borrowed via the Inter Library Loans system from another library. Suggestions for purchase are free. A fee applies for Inter Library Loans (please see the Bathurst Regional Council's Fees and Charges Schedule). Higher costs may be incurred for items requested via Inter Library Loan from non-NSW public libraries and other institutions e.g. University Libraries. Patrons will be advised of further costs prior to continuing with the request.

NB: *Should a patron wish to cancel an Inter Library Loan request, if the item is already in transit or has been received at the Bathurst Library – the Inter Library Loan fee will apply. See Bathurst Regional Council's Fees and Charges Schedule.*

Claims Returned items

Should a patron claim to have returned an item, the status of the item is changed to "claims returned". If, after 3 months, the item has not been found by either the patron or the library it will then be treated as a lost item.

NB: *A patron has the option to complete a statutory declaration stating that a lost item was returned by them. This will effectively waive any charges relating to the lost item.*

Lost or damaged items

Should a library item be lost or damaged whilst on loan, the card holder is responsible for payment of the replacement cost of the item plus any overdue fees. Parents or guardians are liable for costs incurred by minors for whom they have agreed to be guarantor at the time of the minor's registration.

Members who are responsible for lost or damaged items may not be permitted borrowing rights until the replacement cost and associated processing charges have been paid.

Materials borrowed via Inter Library Loan from other network libraries which are damaged or lost will incur fees as per the lending library's policies.

Amendments

Amendments to this policy in relation to operational matters may be made with the approval of the Manager Library Services.

RELATED LEGISLATION

[NSW Library Act 1939](#)

[NSW Library Regulation 2018](#)

[Privacy and Personal Information Protection Act 1998](#)