

POLICY NO.	A.20
POLICY SUBJECT	Library Loans
ADOPTION DATE	30 November 2017 (C.19/1117)
LAST VARIATION DATE	24 November 2016 (C.09/1116)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

As a member of the South West Library Consortia [SWLC], the Shire of Bridgetown-Greenbushes Public Library offers an array of resources and services for the education and enjoyment of its members. These resources, and those of other Consortia Libraries, are shared jointly between all Consortia member libraries. Whilst the exact membership of the Consortia may change with time, the founding members are:

Australind	Bunbury	Eaton	Pemberton
Balingup	Busselton	Greenbushes	Walpole
Binningup	Capel	Harvey	Waroona
Boyanup	Dalyellup	Manjimup	Withers
Boyup Brook	Dardanup	Nannup	Yarloop
Bridgetown	Donnybrook	Northcliffe	

Resources available are “owned” by the purchasing Library either through local stock budget or via State Library funding allocation.

- Most items in the collection will be available for loan by users
- Reference items and special collections deemed “not for loan” are to be used in the library only
- Age restrictions will apply to the borrowing of DVDs rated MA15+ and R Restricted
- Users may borrow items at any library within the consortium
- Users may return items to any participating library in the consortium

Library Loans

- The total number of items borrowed by users can be made up from a variety of formats.
- Lending and renewal limits (total number of items) are outlined in the table below.

FULL USER	NOW 18	OUTREACH MEMBERSHIP	TEMPORARY MEMBERSHIP	LITE MEMBERSHIP	BOOK CLUBS MEMBERSHIP
Borrowing Limits: 30 items across the consortia (limit to 10 DVD's)	Borrowing Limits: None – until ID is sighted and membership is updated to full user	Borrowing Limits: 50 items across the consortia (limit to 10 DVD's)	Borrowing Limits: 5 items across the consortia	Borrowing Limits: 2 items across the consortia	Borrowing Limits: 2 sets across the consortia
Lending Period: 21 Days	Lending Period: N/A	Lending Period: 42 Days	Lending Period: 21 Days	Lending Period: 21 Days	Lending Period:
Renewals: 1 unsighted renewal	Renewals: N/A	Renewals: 1 unsighted renewal	Renewals: 1 unsighted renewal	Renewals: 1 sighted renewal	Renewals:
Intra-Library Loans Limits: 20 items	Intra-Library Loans Limits: N/A	Intra-Library Loans Limits: 20 items	Intra-Library Loans Limits: 2 items from lending library	Intra-Library Loans Limits: Not permitted	Intra-Library Loans Limits:
Inter-Library Loans Limits: 4 items	Inter-Library Loans Limits: N/A	Inter-Library Loans Limits: Not Permitted	Inter-Library Loans Limits: Not Permitted	Inter-Library Loans Limits: Not Permitted	Inter-Library Loans Limits:

- Users must present their library cards to borrow from any library within the consortium.

Renewals

- Renewal period begins from the original due date. Items are eligible for renewal one week prior to the due date.
- Requests for renewals may be made by telephone, e-mail, on-line or by coming into the library.
- Items on hold for other library users may not be renewed.

Hold

- Items on loan, housed at a different location, or specified as display may be placed on hold by readers who will be notified when they become available.
- Items can be placed on hold by:
 - Accessing the online catalogue link
 - Completing hold slips available at the issue desk
- When available, the item will be placed on the hold shelf and kept there for a period of fourteen days.
If the item is not collected within the fourteen day period, it will be returned to general circulation

Overdue Items

- Item(s) not returned or renewed by the end of the loan period become overdue.
- Automated overdue notices will be delivered from the lending library via the Library Management System in text or email format to the borrower.
- Overdue notices for members who do not have text or email receiver capacity are printed and posted by the Library to the borrower.
- All overdue Notices will be sent from the lending library at intervals of 7 and 14 days.
- After 21 days of item/s being overdue they are deemed lost and an invoice is issued by the lending Library in printed form and posted. The invoice contains the purchase price of the item/s as entered into the Library Management System by the purchasing Library to cover replacement cost. The invoice details are automatically entered into the user's financial records on the Library Management System.
- If the items are returned to the Library, this amount is automatically removed from the user's records.
If items are not returned to the Library, borrowing privileges are then suspended until the items are returned or all outstanding issues resolved.. Members may continue to use the libraries facilities during this time with the exception of borrowing privileges.

Inter-Library Loans

Inter-library loans for items not held by SWLC libraries are sourced via the State Library of Western Australia's Lending Service with all conditions, fees, lending periods and other stipulations identified by the State Library of Western Australia.