

## RIVERINA REGIONAL LIBRARY RECIPROCAL MEMBERSHIP POLICY

<b>POLICY REFERENCE NUMBER:</b>		<b>POL/RRL 008</b>	
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1	November 2010	February 2011	November 2010
2	January 2014	May 2014	March 2014
3	January 2018	June 2018	March 2018
This document is to be reviewed annually.			
<b>RESPONSIBLE DIRECTOR</b>		Robert Knight, Executive Director RRL	

### 1. INTRODUCTION

The Riverina Regional Library (RRL) is a signatory to the NSW Reciprocal Membership Agreement (RMA) between NSW public libraries. The RMA is enabled by the Library Regulation 2010, and participation by NSW public libraries is voluntary. In the interests of balancing its commitment to constituents of RRL member Councils, which are the first priority of RRL, against providing members of other NSW libraries with access to RRL resources, limitations are placed on reciprocal members (in accordance with s10A of the Library Act 1923, which enables a local authority to place restrictions or conditions on the use of resources).

#### 1.1 Policy Objectives

The purpose of this policy is to clearly outline the process and limitations of reciprocal membership offered by RRL.

#### 1.2 Scope of Policy

This policy applies at all RRL branch libraries.

#### 1.3 Definitions

- Riverina Regional Library branch libraries include:

Adelong, Batlow, Bland, Coolamon, Cootamundra, Corowa, Culcairn, Gundagai, Henty, Holbrook, Howlong, Junee, Mulwala, Talbingo, Temora, Tumbarumba, Tumut, Wagga Wagga and RRL Mobile Library.

- **Reciprocal membership** refers to a membership applied in one NSW public library (host library) subject to a current membership with another NSW public library (home library). The customer seeking membership of the host library must already maintain a current membership with another participating public library within NSW.
- **Home Library** is the library in which membership is held because the member is a ratepayer, resident or attends an educational institution or works in the area.
- **Host Library** is any other NSW public library.

## 1.4 Legislative Context

[Library Act 1939](#)

[Library Regulation 2010](#)

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

## 1.5 Related Documents

RRL Customer Service Charter and Customer Code of Conduct

RRL Fees and Charges Schedule

RRL Customer Exclusion Policy

RRL Customer Lending Policy

## 1.6 Responsibilities

RRL staff and branch library staff are responsible for abiding by the intent of this policy. The RRL Reciprocal Membership Policy is available to the public via the [RRL website](#).

## 1.7 Reporting Requirements

This policy will be reviewed annually in line with item RRL2.2.4 – Shape the Future of the RRL Integrated Planning Strategy 2018-2022 with a full policy review undertaken every four years in line with Local Government procedures. Progress of policies will be reported biannually.

## 1.8 Approval Arrangements

Approval arrangements will be undertaken through the RRL Advisory Committee approval process.

## 1.9 Review procedures

This policy will be reviewed annually in line with item RRL2.2.4 – Shape the Future of the RRL Integrated Planning Strategy 2018-2022.

## 2. POLICY CONTENT

### 2.1 Process for reciprocal membership applications

#### 2.1.1 Privacy statements

The RRL Branch Library (host library) will need to provide the applicant with a privacy statement for application of reciprocal membership to Riverina Regional Library. The reciprocal library (home library) also requires the applicant's authorisation to collect their personal information from their home library for the purpose of creating a reciprocal membership (Library Council, 2009).

<b>Privacy Statement for information requested for Reciprocal Membership</b>	
<p>The Riverina Regional Library may need to collect limited personal information from your home library if you apply for reciprocal membership. The information requested will be limited to confirmation of your membership of the home library, and whether or not you have unreturned loans or have a banned borrowing status.</p>	
<b>Privacy Statement for application of Reciprocal Membership to Riverina Regional Library</b>	
<p>I am a member of _____ Library.</p>	
<p>To allow Riverina Regional Library to check my suitability for reciprocal membership, I authorise the Riverina Regional Library to collect personal information about me from _____ Library. I understand that the information requested will be limited to enquiring about my membership status and whether or not I have unreturned loans or banned from borrowing.</p>	
Please print name:	_____
Please sign here:	_____ Date: _____
Member No:	R_____

### 2.1.2 General Principles of Reciprocal Membership to RRL

- Reciprocal membership is available to residents of NSW who are current members of a public library in NSW other than a RRL branch library.
- An applicant who wishes to become a reciprocal member of RRL **must be a current member of another public library within NSW and not be banned or have outstanding overdue items at the time of application.**
- The applicant for reciprocal membership must be willing to complete a RRL Application for Membership form along with a Privacy Statement for Application of Reciprocal Membership to Riverina Regional Library.
- Acceptance of conditions to the Privacy Statement for application of reciprocal membership to Riverina Regional Library allows library staff to contact the applicant's home library to ascertain the borrowing status of the applicant if necessary.
- The library membership card from the home library is required on application along with another form of suitable identification such as a current driver's licence.
- Intending reciprocal members must present in person at the host library. Reciprocal membership is not available via online registration, and membership cards will not be mailed to reciprocal members.
- Reciprocal borrowers are provided with access to RRL hard copy collections only. Access to electronic resources is not available to Reciprocal Members.
- Reciprocal members are bound by the RRL Lending Policy with the exception of borrowing limits. A reciprocal member is restricted to borrowing 4 items at any one time.
- RRL reserves the right under the Library Regulation 2010 to make determinations regarding reciprocal membership.

## 2.1 Service Statement

As a large regional library service, the first priority of RRL is to provide relevant, current and accessible information, resources and collections to the constituents of its member Councils through its extensive network of branch libraries.

In the interests of collaboration across the NSW public library network, RRL also provides limited access to library resources through participation in the RMA.

## Amendments

Amendments to this policy in relation to operational matters may be made with the approval of the Executive Director, RRL.

### 3. References

New South Wales Government Legislation, [Library Act 1939](#)

New South Wales Government Legislation, [Library Regulation 2010](#)

New South Wales Government Legislation, [Privacy and Personal Information Protection Act 1998](#)

State Library of NSW, [Legislation and Policies](#)