

Policy title	Library Services
Responsible manager(s)	Divisional Manager Community Development and Participation
Contact officer(s)	Divisional Manager Community Development and Participation
Directorate	Community, Arts and Recreation Services
Approval date	09 August 2022
Outcome area	2. Celebrated creativity, culture and learning
Strategy	2.2 Improve local access to higher education and lifelong learning opportunities, facilities and services
Delivery program	2.2.2 Provide quality library services, programs and resources
Operational plan	2.2.2.3 Maintain and improve library buildings and collections

Purpose

This policy is designed to ensure that Council continues to provide effective Library services that meet community needs, with branches in Batemans Bay, Moruya and Narooma.

Policy aims

The policy aims to:

- Promote accessible, quality Library Services that meet community information and recreational needs.
- Ensure compliance with legislative requirements under the *NSW Library Act 1939*.
- Make the council's policies and code of practice requirements for Library Services readily accessible and understandable to the public.

Policy statement

1	Application This policy applies to Eurobodalla Shire Council's Library services.
2	Legislation Eurobodalla Shire Council must comply with the <i>NSW Library Act 1939</i> when delivering services. Part 3, Section 10 of the Act describes 'The requirements as to services to be provided by local libraries'. Key requirements include free membership of the library for residents and ratepayers and free access to a core lending library for information and recreational needs, as well as in-library access to reference resources.
3	Resources and Materials Council's Library service provides the community with equitable access to information through a variety of resources and appropriate technology. This is achieved through the provision of educational and recreational material, reflecting a variety of viewpoints, in a range of subjects and formats.
4	Code of Practice Details of the management and parameters of the Library Service are outlined in the Code of Practice.

Implementation

Requirements		Responsibility
1	Code of Practice This policy will be implemented according to the Code of Practice for the Library Service. Key components include:	Council Officers

	<ul style="list-style-type: none"> • Selection and provision of library materials and resources • Service ethos • Membership and lending policy • Standards of behaviour • Community use of library facilities • Internet and technology use in the library 	
2	<p>Staff</p> <p>Under supervision, applicable council staff will be responsible for ensuring that policies are implemented appropriately within their work area, after they have received relevant training to do so.</p>	Council Officers
3	<p>Concerns</p> <p>Concerns received by Council in relation to this policy will be recorded on Council's records system and handled in accordance with Council's Customer Service or Complaints policy. These records will be used to determine follow up actions and analyse the history of concerns.</p>	Council officers Public Officer
4	<p>Consultation</p> <p>Consultation regarding this policy will occur as relevant and may include legislative bodies, other relevant legislation, industry guidelines, and public comment.</p>	As applicable

Review

This policy will be reviewed every 4 years. It may also be reviewed and updated as necessary if legislation requires it; or when Council's related policies, functions, structure or activities change; or when technological advances or new systems change the way that Council manages library services.

The policy may be revoked at the expiration of twelve months after the declaration of the poll for the next general NSW local government election, unless Council updates or revokes it sooner.

Note: *The next general local government election is expected to be held in September 2024.*

Reviews of the effectiveness of this policy could include the following:

Performance indicator	Data source(s)
Quality Review against State benchmarks and comparative data	Statistical data
Funding requirements	State Library
Concerns	Council Records

Governance

This policy should be read in conjunction with any related legislation, codes of practice, relevant internal policies, and guidelines.

Related legislation and policies

Name	Link
Code of Practice	https://www.esc.nsw.gov.au/data/assets/pdf_file/0008/138734/Library-services.pdf
NSW Library Act 1939	www.austlii.edu.au/au/legis/nsw/consol_act/la193999/
Local Government Act 1993	www.austlii.edu.au/au/legis/nsw/consol_act/lga1993182/

Related external references

Name	Link
Division of Local Government (DLG)	www.dlg.nsw.gov.au/

Change history

Version	Approval date	Approved by	Min No	File No	Change
1	24 Nov 2009	Council	09/369	E09.3418	Previous version of policy adopted G09/99
2	27 Aug 2013	Council	13/246	E13.7095	Updated Template, review date, references and links. Report O13/131.
3	13 Jun 2017	Council	17/181	E16.0297	Reviewed and readopted, report GMR17/015
4	9 Aug 2022	Council	22/190	E16.0297	Reviewed and readopted, report GMR22/080

Internal use

Responsible officer		Divisional Manager Community and Recreation Development		Approved by	Council
Min no	22/190	Report no	GMR22/080	Effective date	9 Aug 2022
File No	E16.0297	Review date	May 2022	Pages	3