

Library Policy 2024

POL028



Policy No:	POL028
Policy Title:	Library Policy
Section Responsible:	Community Development
Minute No/Ref:	24/007
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1. INTENT

The aim of this policy is to ensure that Narrandera Shire Library continues to provide quality library services which facilitate and support:

- equitable access to information
- the opportunity to pursue individual lifelong learning
- the ability to enjoy recreational and cultural interests
- safe community spaces.

These opportunities are provided to the community freely and with universal rights of access as defined in the relevant legislation.

2. SCOPE

This policy relates to services provided by Narrandera Shire Library. The policy applies to all staff working in the library service of Narrandera Shire Council along with volunteers, visitors and community members.

3. OBJECTIVE

To provide dynamic, innovative and high-quality services to the community.

4. POLICY STATEMENT

Council is committed to the provision of a public library service as a core part of its overall functions. Council will adhere to the NSW Library Act 1939, NSW Library Regulation 2018, and any other legislation relevant to the provision of a public library service. It supports the principles of free service provision and equity of access.

5. PROVISIONS

5.1.1 PURPOSE

- To provide a customer-focused library service that changes with and satisfies the needs and aspirations of the Narrandera community.
- To provide equal access and opportunities for all people including those with special needs.
- To provide a high quality and responsive information service to all our users.
- To promote the library service in an effective way so that all who may benefit by it are aware of the services it offers.
- To enrich the quality of life of the people of Narrandera Shire by being a key centre for cultural and community activities and resources.
- To provide resources and reference works that will complement both the formal and informal education processes, and to co-operate with other libraries and organisations to ensure access to a broad range of resources.
- To collect and maintain the documentary heritage of the Narrandera region.
- To ensure that library resources are managed efficiently and effectively.
- To motivate staff and recognise their contributions by effective communication, satisfying work, equal opportunities and a safe working environment.
- To encourage co-operation with other relevant organisations and library networks including the State Library of NSW, National Library, NSW Public Libraries Association and the Australian Library and Information Association to ensure appropriate use of resources and access to future technological developments.

5.2 MOBILE SERVICES

Narrandera Shire Council operates a full library service in Narrandera and provides a mobile library service to the towns of Barellan, Grong Grong and Binya.

The mobile library also services rural schools, Teloca House and other institutions in Narrandera, and provides a home library service in Barellan, Binya, Grong Grong and Narrandera.

5.3 AFFILIATION

Narrandera Shire is a member of Western Riverina Libraries, a cooperative library service, whose member councils include:

- Carrathool Shire
- Griffith City (Headquarters)
- Hay Shire
- Murrumbidgee Shire
- Narrandera Shire

Council is a signatory to the Western Riverina Libraries Co-operative Agreement 2021-25, a legal agreement which sets out the rights and responsibilities of all member councils. As

per this agreement Narrandera jointly owns and operates a mobile library with Carrathool Shire Council.

6. DEFINITIONS

- **ALIA:** Australian Library and Information Association
- **NSC:** Narrandera Shire Council
- **NSWPLA:** NSW Public Libraries Association
- **WRL:** Western Riverina Libraries

7. ROLES AND RESPONSIBILITIES

7.1 COMMUNITY DEVELOPMENT MANAGER

- Manage Council's library services.
- Deliver operational programs within Council's guidelines and legislative requirements.

7.8 RELATED LEGISLATION

- Classification (Publications, Films and Computer Games) Act (Cth) 1995
- Copyright Act (Cth) 1968
- Library Act (NSW) 1939
- Library Regulation (NSW) 2018 ALIA Statement on free access to information (amended 2007)
- ES240 Child Protection Policy 2017
- HRW004 Working with Children Policy 2015
- Western Riverina Libraries Children and Young People Policy 2020
- Western Riverina Libraries Collection Development Policy 2020
- Western Riverina Libraries Computer & Internet Use Policy 2017
- Western Riverina Libraries Co-operative Agreement 2021-25
- Western Riverina Libraries Local History Collection Development Policy 2020
- Western Riverina Libraries Membership Policy 2020
- Western Riverina Libraries Visitor Code of Conduct Policy 2020

8. VARIATION


Council reserves the right to review, vary or revoke this policy in accordance with legislation, regulation and award changes, where applicable. Council may also make changes to this policy and the relevant procedures from time-to-time to improve the effectiveness of its operation.

9. PREVIOUS VERSIONS

Reference to a superseded policy number and/or name is also considered a reference to the new policy number. This policy was previously named:

- CS70 Library Policy

POLICY HISTORY

Responsible Officer	Manager Community Development		
Approved by	General Manager		
Approval Date	15 March 2024		
GM Signature (Authorised staff to insert signature)	 George Cowan		
Next Review	1 September 2027		
Version Number	Endorsed by ELT	Endorsed by Council	Date signed by GM
1 Adopted	-	29/04/1997	-
2 Reviewed	-	-	25/03/2002
3 Reviewed	-	17/09/2009	17/09/2009
4 Reviewed	8/09/2014	16/09/2014	18/09/2014
5 Reviewed	-	-	21/04/2017
6 Reviewed	15/01/2018	-	15/01/2018
7 Reviewed	-	-	4/05/2020
8 Reviewed	28/09/2023	20/02/2024	15/03/2024

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