



# Membership Guidelines

What You Need To Know



City of  
**Melville**  
**Libraries**

## **Welcome to City of Melville Libraries**

Your new membership allows you to borrow items from any of the City's five libraries and provides access to online resources you can access anywhere, anytime.

Search our online catalogue, reserve items, access eBooks, eAudiobooks and more at [www.melvillecity.com.au/libraries](http://www.melvillecity.com.au/libraries).

## **Your Membership**

Membership is free and available to any Western Australian resident. Adults are entitled to one City of Melville library membership. Non-permanent residents may apply for a temporary membership.

- If your card is lost or stolen, or your contact details change, please notify us as soon as possible.
- You may apply for and manage memberships of children and others in your care:
  - Parents/legal guardians may enrol their children who are under 16 years old (those aged 16+ may join the library independently).
  - Separated parents may each create and manage memberships for their children.
  - Grandparents and other adult family members may enrol children in their care.
  - Legal guardians/carers may enrol adults who are dependent on them for care.

You are responsible for any items borrowed by children or dependent adults who you've enrolled. Your details will be stored in their membership record.

It is not the responsibility of library staff to exercise a supervisory or restrictive role in determining which library resources young people may use or access except where material is classified as restricted under the Western Australian Classification (Publications, Films and Computer Games) Enforcement Act 1996.

It is the responsibility of parents/guardians to monitor the suitability of both physical and online library resources used by their children.

## **Borrowing**

Library members can borrow up to 25 items for three weeks.

Temporary members can borrow up to six items for three weeks.


- If you don't have your library card with you, your membership number alone can be used to check out items. Staff can provide this number if you're able to show ID.
- Library items must be returned in the same condition they were borrowed. Replacement costs apply for lost or damaged items.
- The library collection contains materials for all ages. You're responsible for selection of items borrowed for your child.
- You can reserve items that aren't currently available within the library. If we're able to supply the items, you'll be notified and will have seven opening days to collect them.
- Borrowed items can be returned to any City of Melville Library.

## **Renewing Your Loans**

- Borrowed items can be renewed a maximum of two times.
- Items can't be renewed if they've been requested by another library member.
- Loans eligible for renewal will automatically be renewed on their due date. They can also be renewed online.
- Items that have reached the end of their loan period and can't be renewed should be returned to the library for circulation.
- Borrowers shouldn't pass their library items directly on to friends or family members.

## **Overdue Items**

When items are two and four weeks overdue you'll receive a reminder notice. For items more than six weeks overdue, invoices will be issued to cover the replacement cost of the unreturned item. While items and fees are outstanding, borrowing will be suspended.





# Programs and Services

**Online Catalogue** | [melvillecity.com.au/librarycatalogue](http://melvillecity.com.au/librarycatalogue)

Search, hold and renew borrowed items through our online library catalogue. The catalogue also includes access to the Museums and Local History catalogues – digital archives of images, objects, maps, documents and oral histories that record Melville’s history.

**eLibrary** | [melvillecity.com.au/elibrary](http://melvillecity.com.au/elibrary)

eBooks, eAudiobooks, eMagazines, streaming movies and more. Our eLibrary is free to access for library members.

**Children’s Activities** | [melvillecity.com.au/storytime](http://melvillecity.com.au/storytime)

During school term we run sessions for children and their carers:

- **Storytime** | Designed for children aged 2-5 years
- **Baby Rhyme Time** | Developed for babies up to 24 months.

During school holidays we run our School Holiday program, with fun activities for school-aged children.

**Adult Events** | [melvillecity.com.au/libraryevents](http://melvillecity.com.au/libraryevents)

Check out what special events are coming up at the library.

**Technology Training** | [melvillecity.com.au/techtraining](http://melvillecity.com.au/techtraining)

Free in-person support to help you develop your digital skills and confidence. Bookings are essential.

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**Working together we can ensure that libraries are enjoyed by all visitors and members.**

You can assist us by behaving with courtesy and respect, respecting the rights of other customers and respecting community property.

Members who demonstrate threatening or abusive behaviour will immediately be asked to leave and long term access to services and facilities may be discontinued.