

# **LEKWA-TEEMANE LOCAL MUNICIPALITY**



## **LIBRARY POLICY (DRAFT)**

# LEKWA-TEEMANE LOCAL MUNICIPAL LIBRARY POLICY

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## **1. PURPOSE**

This policy is regarded as a dynamic directive to the members and visitors of the library. Any user or borrower who acts contrary to the provisions of this policy and regulations may be suspended from the use and access to the Library by the Librarian for the period given by the Librarian, pending any action or resource available to the Management of Lekwa-Teemane Local Municipality.

### **1. MISSION AND GOAL STATEMENT**

- A. The mission of Lekwa-Teemane Local Municipal Libraries is to provide quality service and resources to fulfill educational, informational, cultural and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike.
- B. The general goals of the Lekwa-Teemane Local Municipal Libraries shall be :
  1. To serve all residents of the community and surrounding areas.
  2. To acquire and make available to all residents such books, periodicals, pamphlets, and other services in order to address their needs to a) become well informed, b) locate answers to important questions, c) cultivate the imagination and creative expression, d) develop skills for career and vocational advancement, and e) enjoy leisure by means of reading and other media services.
  3. To develop acquire the means to provide the most frequently requested material locally and upon demand.
  4. To maintain a program of service which locates information, guides reading, organizes and interprets material for people of various backgrounds, and stimulates thinking and intellectual development in individuals of any age.
  5. To strive consistently to discover new methods and improvements for better service for the library's customers.
  6. To review regularly these goals of Lekwa-Teemane Local Municipal Libraries and, if necessary, revise them in the light of new developments.

### **3. WHO MAY USE THE LIBRARY**

- A. The library will serve any person residing permanently or being owner of immovable property within the jurisdiction of Lekwa-Teemane Local Municipality. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of physical condition; age; or sexual orientation.
- B. The use of the library may be denied on good cause shown. Such cause may be failure to return library materials on time or at all or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct in the library premises.
- C. Only registered members of the library are allowed to have internet access. Unregistered library patrons will be assisted by library staff to any internet search.

### **4. PATRON RESPONSIBILITIES AND CONDUCT**

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights of other patrons. If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subjected to the law.

#### **YOUNG CHILDREN**

Lekwa-Teemane Local Municipal Libraries encourage visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library.

Therefore, it is library policy that all children under age six must be accompanied by a parent or designated responsible person while in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program.

#### **DISRUPTIVE CHILDREN**

Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that he/she must settle down or will be asked to leave the library. If after a

second warning the child continues to be disruptive, he/she will be asked to leave the library. If a child needs to contact a parent, they may do so and then wait with a staff person until the parent arrives. Any child displaying violent and / or rude conduct will be subjected to the Law.

## **MISCONDUCT**

### **NO PERSON SHALL –**

- ❖ Conduct or participate in a disturbing conversation, read aloud, sing or whistle in the library building in a manner which is disturbing to other persons present in the library building.
- ❖ Impede, obstruct, disturb or in any other way annoy any other person in the legitimate use of the library.
- ❖ Refuse to deliver any library material or equipment to any other person within a reasonable time of being requested to do so by the librarian.
- ❖ While using the library refuse to comply with any lawful request of the librarian.
- ❖ Allow any child under his/her supervision to create a disturbance in the library.
- ❖ Act in an uncouth or a disorderly fashion.
- ❖ Use unseeingly, abusive or blasphemous language, or
- ❖ Lay bets or gamble in any part of the library.
- ❖ Cause or permit any animal under his supervision to enter into the library building without the permission of the librarian.
- ❖ Distribute, or deposit in the library for distribution, material for advertisement, publicity, or any other purpose without the permission of the librarian.
- ❖ Damage or deface any part of the library building, or any fitting furniture, equipment or contents thereof.
- ❖ Supply a false name or address for the purpose of entering any part of the library or to benefit from any service rendered by the library.
- ❖ Enter or remain in any part of the library if he/she is under the influence of intoxicating liquor or drugs.
- ❖ Enter or remain in any part of the library during the hours that such library or part thereof is not officially open for service to the public.

- ❖ Enter or leave the library building by any entrance or exit not officially provided for use of the public.
- ❖ Enter or remain in any of the library building which is reserved for use of the library staff.
- ❖ Obstruct or block any entrance to exit / from the library building.
- ❖ Remove from the library or be in the possession of the library material the loan whereof has not been registered by the librarian in terms of the applicable rules and regulations of the library.
- ❖ No person having an item of the library material in his/her possession shall either or willfully or negligently- (1) Fail to keep such material in a clean condition, (2) Expose or permit such material to be exposed to damage by water, heat, fire, animal or any other thing; (3) Mutilate, deface, mark or in any way damage such material or permit such material to be mutilated, defaced, marked or damaged: or, (4) Remove or damage or permit to be removed or damaged any protective covering of such material.
- ❖ Retain in his/her possession any library material for more than five (5) days after a call or the delivery to his/her registered address of a written demand from the librarian for the return of such material.

## **5. SERVICES OF THE LIBRARY**

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The library should endeavor to:

1. Select, organize, and make available necessary books and materials.
2. Provide guidance and assistance to patrons.
3. Sponsor and implement programs, exhibits, displays, booklists, etc., which would appeal to children and adults.
4. Cooperate with other community agencies and organizations and possible.
5. Secure information beyond its own resources when requested. (Using interlibrary loan and other resources sharing methods provides through the system and state.)
6. Lend to other libraries upon request.
7. Develop and provide services to patrons with special needs.
8. Maintain a balance in its services to various age groups.
9. Cooperate with, but not perform the functions of, schools or other institutional libraries.
10. Provide service during hours which best meet the needs of the community, including evening and weekend hours.
11. Regularly review library services being offered.
12. Use media and other public relations mechanisms to promote the full range of available library services.
13. Provide internet access to registered library members.
14. Provide toy library services.
15. Provide house-bound services to old age homes, prisons, etc.
16. Provide photocopy services and Reference service.

## **6. VOLUNTEERS AND FRIENDS**

Lekwa-Teemane Local Municipality encourages individuals and groups to volunteer their time and efforts in the services of Lekwa-Teemane Local Municipal Libraries. In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting to the library and the communities it serves.

Annual recognition will be given based on the number of hours of service. This will include a listing of volunteer names in a newsletter release, or a certificate of appreciation, and / or the addition of a book to the collection in each volunteer's name.

A library friends group is a formal association of people who unite to plan and execute, in conjunction with library goals and needs of the Chief Librarian, programs and events to benefit the library. In particular, a friends group is often heavily involved in fund-raising for the library and often oversees periodic book sales. Friends groups always serve at the pleasure of the library board (Council) which is the only body with legal authority to set policy for the development of the library.

## **7. COLLECTION DEVELOPMENT POLICY**

### **A. OBJECTIVES**

The purpose of Lekwa-Teemane Local Municipal Libraries is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection criteria with which to meet community interests and needs.

The material selection/development criteria, will be reviewed and/or revised as the need arises.

### **B. RESPONSIBILITY FOR SELECTION**

The ultimate responsibility for selection of library materials rests with the Chief Librarian who operates within the framework of the policies determined by the Council. This responsibility shall be shared with other members of the library staff: however, because the Chief Librarian must be available to answer to the Council and the general public for actual selections made, the Chief Librarian has the authority to reject or select any item contrary to the recommendation of the staff.

### **C. CRITERIA FOR SELECTION**

1. The main points considered in the selection of materials are:
  - a. individual merit of each item
  - b. popular appeal/demand
  - c. suitability of material for clientele
  - d. existing library holdings
  - e. budget
2. Reviews are a major source of information about new materials. The primary source(s) of reviews is (are) catalogues and periodicals.
3. Lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

### **D. INTERLIBRARY LOAN**

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of Lekwa-Teemane Local libraries collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, Lekwa-Teemane Local Municipal Libraries agree to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed, preferably in a tool that is accessible by other libraries throughout province.

### **E. DONATIONS**

The library accepts donation of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or out-dated information the Chief Librarian can dispose them as he/she sees fit. The same criteria of selection which are applied to purchase materials are applied to donations. Memorial donation of books is also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Council. It is desirable for donations of or for specific titles to be offered after consultation with the Chief Librarian. Book selection will be made by the Chief Librarian and librarians in charge of branch libraries if no specific book is requested. Lekwa-Teemane Local Municipal Libraries encourage and appreciate gifts and donations.



By law, the library is not allowed to appraise the value of donated materials, though it can provide acknowledgement of receipt of the items if requested by the donor.

## **F. WEEDING**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the Chief Librarian and is authorized by the Council. Withdrawn materials will be returned to the district or other authorized library.

## **G. POTENTIAL PROBLEMS OR CHALLENGES**

The Lekwa-Teemane Local Municipal Libraries recognize that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft

## **H. CHALLENGED MATERIALS**

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a “Statement of Concern about Library Resources” (Form to be developed) form which will be available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Library.

# **8. CIRCULATION POLICY**

## **A. REGISTRATION**

Any person residing permanently or being owner of immovable property within the jurisdiction of Lekwa-Teemane Local Municipality, shall be registered as a borrower at any Lekwa-Teemane Local Library and its branch libraries, if he/she applies for registration on the prescribed registration form supplied at the library and the library

grants such application, provided that any application by a child, under the age of 18, shall be countersigned by his/her parents or guardian who by such countersignature, shall for all intents and purposes be deemed to have undertaken to accept liability in respect of any library material borrowed by such child. **Library membership is free for all community members of Lekwa-Teemane Local Municipality.**

To register as a borrower the following items are required ☺

- SA Green Barcoded Identity
- Proof of residence
- A child under the age of 18 – A birth certificate is required.
- Registration form

The following statement will be printed on the registration form for the patron's information and acceptance:

*I agree to be responsible for all items borrowed with the library card issued in the above name, including items borrowed with it by others with or without my consent unless I have previously reported the loss of my card. I promise to comply with all library rules and policies both present and future, and to give prompt notice of change of address or loss of card.*

*Signature.....*

The chairperson or secretary of any society or similar body may if duly authorized thereto by such society or body on the borrower's card supplied by the Librarian, apply for the registration of such society or body as a borrower in respect of Library material.

**A foreigner/visitor/person residing for a shorter period of time within the jurisdiction of Lekwa-Teemane Local Municipality may not register as a member of the library but may only be allowed to use library materials inside the library.**

A person residing outside the jurisdiction of Lekwa-Teemane Local Municipality who wishes to use the library on a regular basis may register as a borrower at the any Library if:

- (a) He/she applies for registration on the borrower's card supplied by the library and its branch libraries.
  - (b) He/she pays the Library the annual user fee as determined by Lekwa-Teemane Local Municipality with the approval of the Chief Finance Officer in conjunction with the Council and,
- © Lekwa-Teemane Local Municipal Library and its branch libraries approve such application.

## **B. BORROWER'S CARDS**

- (a) The librarian shall issue a borrower with cards authorizing the loan on the number of books which such borrower may be permitted to borrow in terms of the applicable library rules.

- (b) Any card contemplated by the applicable laws of the library shall be issued for a period of validity as determined by the Library rules as stipulated by the librarian subject to the provisions of the applicable library rules, provided such card, after the expiry of such period of validity, except in cases as contemplated by the provisions of the applicable library rules may be renewed without any further registration and without the number of renewals being limited.
- (c) Should a borrower report that he/she has lost a card, a duplicate card shall, on payment of a fee as determined from time to time by Chief Finance Officer in conjunction with the Council be issued to such borrower by the librarian, provided that no borrower shall be exempted from liability in terms of the applicable rules/laws of the library arising from the loan of the library materials on the authority of the lost borrower's card before such loss has been reported to the librarian.
- (d) Should the lost borrower's card subsequently be found, any duplicate borrower's card issued in the place thereof shall be returned to the librarian and in such event the fee for such borrower's card shall not be refunded to the borrower.
- (e) Should a borrower wish to terminate his/her registration as a borrower or no longer qualifies in terms of the applicable laws/rules of the library for registration as a borrower, he/she return for cancellation of all cards in his possession to the librarian of the library where he/she is registered. (Main Library or its branch Libraries).
- (f) All patrons, adults and juveniles, are expected to bring their cards with them if they intend to check out items. An individual who repeatedly ignores this expectation may be denied the privilege of checking out materials until they present their cards at the library.

### **C. CHANGE OF ADDRESS**

A borrower shall notify the librarian of the library where he/she is a borrower of any change of address within fourteen days of such change occurring.

### **D. LOAN AND RETURN OF LIBRARY MATERIAL**

- (1) Two weeks for four books for adults and three books for children under the age of 18.
- (2) Generally, reference books do not circulate.
- (3) Study material may be checked out overnight.
- (4) Interlibrary loans are due the date indicated by the lending library.
- (5) Books may be renewed once if there is not a waiting list for the title.
- (6) Two periodicals for one week. Current issues of periodicals do not circulate.
- (7) Non-current periodicals may be checked out for one week and may not be renewed.
- (8) One week for cassettes, audio-books, and compact discs.
- (9) Three days for videocassettes

The Chief librarian may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g. computer software.

#### **E. RESERVES**

Reserves may be placed by patrons either in person or over the phone. Patrons will be notified by letter or telephone when materials are available. Reservation of any library material is free of charge. However, no borrower shall at one time request by special request more than two items of library material not available at that stage in the library, or have more than two special requests in the process.

#### **F. OVERDUE LIBRARY MATERIALS**

- (1) A fine for long overdue library books shall be levied as provided by the applicable rules/regulations of the library.
- (2) Library material other than films, Ds, DVDs and videos at daily rate as determined by the rules and regulations of the library, but not exceeding the maximum as determined by the Chief Librarian.
- (3) Films and videos at daily rate as determined by the Chief Librarian from time to time.
- (4) The librarian may exempt any person from the payment of such fines if he/she is satisfied that the failure to return library material is due to circumstances beyond the borrower's control.

**A right to borrow out books will be denied to a patron until fine for long overdue library material is paid.**

#### **G. LOST AND DAMAGED LIBRARY MATERIALS**

- (1) A borrower shall accurately establish that library material borrowed by him/her is in an undamaged condition before its removal from the library and any damage which is observed shall be reported to the librarian before the material is so removed.
- (2) A borrower or parent or guardian of the child who is a borrower shall be responsible for loss or damage, either by fair wear and tear, whether such loss or damage occurred by his/her own negligence or otherwise, to any library material lent to such borrower, and shall make good such loss or damage by paying such compensation in response thereof as may be determined by the librarian.
- (3) Any material bearing the ownership mark or stamp of any library and not officially marked as withdrawn, discarded or sold shall remain the property of the library.

- (4) Library material retained by a borrower for more than three months calculated from the expiry date allocated to such material at the time of issue or after granting any extension of the loan period shall for all purpose be deemed to be lost, provided that the art prints shall not be deemed to be lost until a period of six months from such date has expired.

**NB The patron has to pay the replacement cost or supply the library with a new copy if it is damaged or lost. If the library is not immediately notified about the damage or loss of an item, an account for the standard replacement cost per item will be posted to the patron. The patron who have three records of not returning, losing or damaging library materials will be suspended for three years.**

## **H. LIBRARY MATERIALS FOR SPECIAL PURPOSE**

Library material for specialized nature (e.g. Unisa collection) shall only be used inside the library as are set aside by the local authority for special purposes, and shall not be removed from the library building or to any part of the building without the permission of the librarian

## **9. REFERENCE SERVICE POLICY**

Lekwa-Teemane Local Municipal Libraries:

- ❖ Will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence:
- ❖ Will assist patrons in the use of the Library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the library would be worthwhile for individual who phone):
- ❖ Will provide bibliographic verification of items both in the library and not owned by the library and will assist patrons in obtaining materials through interlibrary loan, when appropriate:
- ❖ May refer library users to other agencies and libraries in pursuit of needed information:
- ❖ May use not only the Library's resources in printed form, but consult appropriate digital resources as well as the regional resource library and other agencies by telephone in pursuit of "ready reference" information.

## **10. LIBRARY OUTREACH PROGRAM POLICY**

A “program” is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Outreach programs includes such activities as storytime, films and activities on no-school days, summer library program for children, motivational speakers for young adults and book or author discussion groups for adults.

The Council in conjunction with the HOD will establish a budget and goals for programming to facilitate the effective implementation of the service.

## **11. EQUIPMENT USE POLICY**

Microcomputers are available to patrons on a first-come, first-served basis. Instructions for operating hardware are displayed near the computers. There is no charge for use of the computers: however, in order to make the service available to as many patrons as possible, a time limit for usage has been imposed. That time limit is thirty minutes per session. Library staff is available for general assistance in using the computer. However, staff is not expected to train patrons in the use of application programs.

A printer is available. Print-out will cost R1.00 per sheet and must be paid for at the conclusion of the session.

A photocopy machine is available to patrons who wish to copy materials at the rate 50c per page. All these tariffs change annually.

Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

## **12. INTERNET USE POLICY**

Lekwa-Teemane Local Municipal Libraries provide access to the internet as a means to enhance the information and learning opportunities for citizens of the library’s service area. The Council has established the Internet Use policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all registered patrons only: however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children’s use of the library’s Internet

service; prior to being granted access to the Internet, anyone under 18 years of age, along with a parent or guardian, must sign the Internet Use Agreement. All users must sign the log-in chart prior to beginning their session.

### **EXPECTATIONS:**

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, provincial, national and international laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

### **WARNINGS:**

The Internet is a decentralized, unmoderated global network; the Lekwa-Teemane Local Municipal Libraries has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.

The Library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

### **RULES AND GUIDELINES FOR INTERNET USE**

- ❖ Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural and recreational needs.
- ❖ Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them: the library is unable to manage e-mail accounts for any organizations or individuals.
- ❖ Internet use is offered in thirty (30) minute sessions on a first-come, first-served basis; each user is allowed one session—if there is no patron waiting for the service at the end of a session, the user can have another session, but once having

- had the service for 30 minutes the user must abandon use of the Internet if another patron requests use of the service.
- ❖ Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes.
  - ❖ Users will respect the rights and privacy of others by not accessing private files.
  - ❖ Users agree not to incur any costs for the library through their use of the Internet service.
  - ❖ Users shall not create and /or distribute computer viruses over the Internet.
  - ❖ Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters.

## **13. LIBRARY BOARDROOM AND TRAINING CENTRE USE POLICY**

### **13.1 TRAINING CENTRE**

The centre is available to organized groups in the Library service area. Exceptions may be made by the Council if the Council deems extenuating circumstances are involved.

The fact that a group is permitted to meet at the centre does not in any way constitute an endorsement of the group's policies or beliefs by the library staff or Council.

The centre may be reserved no more than thirty days in advance. There will be a fee charged for the use of the meeting room. No admission may be charged by the group.

It is understood that library programming will have first priority in room use.

Refreshments may be served and shall be provided by the group. No smoking is allowed.

The people using the centre shall leave it in neat, clean, orderly condition; if not, the group will be given notice that continued offense will result in denied access to the centre.

The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group attending a meeting at the centre.

The Council and staff do not assume any liability for groups attending a meeting in the centre.

### **13.2. LIBRARY BOARDROOM**



The venue at library boardroom will only be available for the meetings organized by LTLM officials and library staff.

#### **14. DISPLAYS AND EXHIBITS POLICY**

As an educational and cultural institution, Lekwa-Teemane Local Municipal Libraries welcome exhibits and displays of interest, information and enlightenment to the community. Displays of handwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The Chief Librarian shall accept or reject material offered for display based on its suitability and availability.

Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the library are at the owner's risk.

A release must be signed by the exhibitor before any artifact can be placed in the library.

#### **15. RECOVERY OF SERVICE COSTS**

Any special expenditure incurred by the local authority in respect of postage, telephone calls, photocopies or other services in connection with the loan of library material to any borrower may be recovered from such borrower.

#### **16. LIBRARY HOURS**

A notice by Lekwa-Teemane Local Municipality setting forth the days and hours during which the library shall be open, shall be displayed in a prominent place at or near the entrance thereof.

#### **17. REVISION OF LIBRARY POLICIES**

The LEKWA-TEEMANE LOCAL LIBRARY policy shall be subject to review at least every five years, by the Council. Individual policies will be reviewed or added as needed.

#### **18. APPENDICES**

1. Library Membership Application form for Adults and Children.
2. Library tariff structure.
3. Statement of Concern about Library Resources Form.