

WWCL Membership Procedure

The Wagga Wagga City Library (WWCL) is committed to providing opportunities to satisfy recreation and information needs in a safe and welcoming environment.

Purpose

This procedure outlines the application process for Wagga Wagga City Library membership.

Scope

Wagga Wagga City Library.

Procedure Provisions

Membership Categories

- Regular Membership – 16 years of age or older who are residents and/or ratepayers in the Wagga Wagga Local Government Area (LGA). Regular membership allows full access to the collection for those over 18 years of age, with R18 material restricted for those under 18 years of age. A valid form of identification with current address, or address of property for which rates are paid, is required.
- Junior Membership – Juniors (under 16 years of age) who are a dependent. Junior Membership allows access to non-restricted collection items and library PCs. Junior Membership requires signed permission from a parent or guardian who acts as guarantor for the membership. Guarantors must provide an accepted form of identification.
- Independent Junior Membership – Juniors (under 16 years of age) who can provide proof of living independently of a parent or legal guardian, along with an accepted form of identification. This membership is in the same category as a Junior Membership.
- Institutional Membership – local organisations and business. Institutional Membership requires authorisation from an office holder or representative from the

organisation seeking membership. The office holder or representative must provide their personal details.

- Book Club Membership – groups of up to ten persons in a registered WWCL Book Club. Book Clubs must nominate a club leader as guarantor for the membership. Please see WWCL Fees and Charges Schedule and WWCL Book Club Procedure for more information.
- Reciprocal Membership – non-residents/ratepayers of the Wagga Wagga LGA who hold a current membership with another NSW Public Library. Applications must be made in person, and applicants must complete the WWCL Membership form and the WWCL Reciprocal Membership Privacy Statement form. The applicant's home library membership number and one other suitable form of identification is required. WWCL membership cards will not be mailed to reciprocal members. Reciprocal members are bound by the WWCL Customer Lending Procedure. A reciprocal member has restricted borrowing privileges, and WWCL reserves the right under the Library Regulation 2018 to make determinations regarding reciprocal membership.
- Visitor Membership – fee-paying one and three-month Visitor Memberships are available for non-residents/ratepayers of the Wagga Wagga LGA who do not hold a current membership with a NSW Public Library (see WWCL Fees and Charges Schedule).

Online Membership Registration

WWCL offers online membership registration to residents and ratepayers. Online membership registrations must be validated within 30 days by presenting identification at a branch library, or by submitting a scanned copy electronically if unable to attend a branch.

Visitors and those eligible for reciprocal membership must attend a WWCL branch library in person to register.

Membership Re-registration and Expiry

WWCL member re-registration occurs every 3 years and involves verifying/updating member details. Re-registration can be completed online or by visiting a branch library.

Memberships that are inactive for a period of 3 years will expire.

Accepted forms of Identification and Proof of Residence

- NSW Driver's Licence/NSW Photo Card
- Lease Agreement/Rental Receipt
- Utilities Account (Gas, Electricity, Water)
- Rates Notice

Acceptable forms of identification with a corresponding document showing current residential address:

- Social Security Card/Pension Card
- Health Care Card (Social Security)
- Transport Card
- Student Card (CSU, TAFE, School)
- Defence Personnel Card

Legislative Context

- Library Act 1939
- Library Regulation 2018

Related Documents

- WWCL Customer Code of Conduct

References

New South Wales Government Legislation, Library Act 1939

New South Wales Government Legislation, Library Regulation 2018

New South Wales Government Legislation, Children and Young Persons (Care and Protection) Act 1998

State Library of NSW, Legislation and Policies