

WWCL Reciprocal Membership Procedure

The Wagga Wagga City Library (WWCL) is a signatory to the NSW Reciprocal Membership Agreement (RMA) between NSW public libraries. The RMA is enabled by the Library Regulation 2010, and participation by NSW public libraries is voluntary. In the interests of balancing its commitment to WWCL, against providing members of other NSW libraries with access to WWCL resources, limitations are placed on reciprocal members in accordance with s10A of the Library Act 1923, which enables a local authority to place restrictions or conditions on the use of resources.

Purpose

The purpose of this procedure is to clearly outline the process and limitations of reciprocal membership offered by WWCL.

Scope

This procedure applies at all WWCL branch libraries.

Responsibilities

WWCL staff are responsible for abiding by the intent of this procedure. The WWCL Reciprocal Membership Procedure is available to the public via the WWCL website.

Procedure Provisions

Process for reciprocal membership applications

Privacy Statements

The WWCL (host library) will provide the applicant with a privacy statement for application of reciprocal membership. WWCL library requires the applicant's authorisation to collect limited personal information from their home library for the purpose of creating a reciprocal membership (Library Council, 2009).

WWCL Reciprocal Membership Privacy Statement

Wagga Wagga City Library may need to confirm your membership status with your home library to complete the reciprocal membership application.

I authorise the Wagga Wagga City Library to enquire about my membership status with (name of home library service):

Print name: _____

Signature: _____ Date: _____

Home Library Member No: _____

General Principles of a WWCL Reciprocal Membership

- Reciprocal membership is available to residents of NSW who are current members of a public library in NSW other than a WWCL.
- An applicant who wishes to become a reciprocal member of WWCL must be a current member of another public library within NSW and not be banned or have outstanding overdue items at the time of application.
- The applicant for reciprocal membership must complete a WWCL Application for Membership and the Privacy Statement for Reciprocal Membership to WWCL forms.
- The applicant's home library membership number and one other suitable form of identification is required for reciprocal membership.
- Reciprocal membership applications must be made in person. Reciprocal membership is not available via online registration. WWCL membership cards will not be mailed to reciprocal members.
- Reciprocal members are provided with full access to the WWCL physical collections, with limited access to the WWCL digital resources.
- Reciprocal members are bound by the WWCL Lending Procedure except for borrowing limits. A reciprocal member is restricted to borrowing 4 items at any one time.
- The WWCL Inter Library Loan service is not available to reciprocal members.
- WWCL reserves the right under the Library Regulation 2010 to make determinations regarding reciprocal membership.

Service Statement

The priority of WWCL is to provide access to information and resources to residents of the Wagga Wagga Local Government Area.

In the interests of collaboration across the NSW public library network, WWCL also provides limited access to library resources through participation in the RMA.

Legislative Context

- Library Act 1939
- Library Regulation 2018
- Privacy and Personal Information Protection Act 1998

Related Documents

- WWCL Customer Service Charter and Customer Code of Conduct
- WWCL Fees and Charges Schedule
- WWCL Customer Exclusion Procedure
- WWCL Customer Lending Procedure

References

New South Wales Government Legislation, Library Act 1939

New South Wales Government Legislation, Library Regulation 2018

New South Wales Government Legislation, Privacy and Personal Information Protection Act 1998

State Library of NSW, Legislation and Policies

Definitions

Term	Definition
WWCL branches	Service points at Civic Centre and two Agile Vans
Reciprocal Membership	A membership to a NSW public library outside the applicants Local Government Area (host library) subject to a current membership with another NSW public library (home library).
Home Library	The library in which membership is held on the basis of the member residing in the Local Government Area.
Host Library	Any other NSW public library.