

RULES AND REGULATIONS

Policy Statement

Use of Libraries

1. At the discretion of the staff you may use any library or its departments during the opening hours approved by the Associate Director, Communities and Communications, Wiltshire Council.
2. You may not take into a library anything which the staff believe might prejudice the service or the convenience of other users.

Membership

3. You may apply for a membership card to entitle you to borrow books and other items if you can produce proof of identity and residence and are
 - Resident in Wiltshire.
 - Work in Wiltshire.
 - Resident of a local authority adjacent to Wiltshire.
 - Hold a library card from another United Kingdom library authority.
 - Attending full time at a school or college in Wiltshire (you may be required in certain circumstances to provide a guarantee from a Wiltshire resident).
4. To become a member you must complete and sign a library card, which includes a declaration of your agreement to comply with these Rules and Regulations. The card may only be used by you or on your behalf at all Wiltshire libraries and mobile libraries. All cards remain the property of Wiltshire Council and a charge will be made for their loss or damage.
5. New customers who do not have any suitable identification or proof of address with them can take out an 'instant membership'. This form of membership is limited to books only and allows up to two items to be borrowed and the enrolment period lasts for one month only. The membership does not allow access to the Wiltshire Libraries Online system.

Borrowing of Books and Other Items

6. You may borrow books and other items from Wiltshire libraries if
 - You hold a current membership ticket from Wiltshire Council.
 - You hold a current membership card or ticket issued by the United Kingdom local authority in whose area you normally live, together with satisfactory proof of identity.
 - You do not have a valid membership card from another library authority and are willing to pay a deposit for each item borrowed.
7. You may have on loan up to TWELVE items at any one time. Production of your membership card is necessary to be able to borrow items. Only TWO Playstation games may be on loan at one time.
8. You are responsible for all items borrowed on your membership card and should notify loss or change of address immediately.

Hiring of Audio-Visual Materials

9. Audio-visual materials (for example, CDs, DVDs etc.) may be hired for a weekly fee (three weeks for audiobooks). Exemptions may apply from some charges.

A further hire fee is made if items are returned late.

Period of Loan

10. When an item is issued you will receive a receipt showing the date due for return.
11. The loan period is generally 21 days (14 days on Mobile Libraries) although this may be varied to allow for days when the library is closed or for certain types of material (see para.9). If no-one is waiting for the item four extensions to the loan period can normally be given by post, telephone, at public access terminals in libraries or over the Internet at <http://libraries.wiltshire.gov.uk>. If a fifth extension is required, the item should be taken back to the library.

12. If you keep an item beyond the loan period
- An overdue charge will be made for every day the library is open.
 - Additional weekly hire charges will be applied.
 - No charges will be made on mobile libraries.
13. When you return books or other items to the library, they must be checked in at a self service terminal or handed to staff. Special facilities exist in most libraries to return books outside opening hours. Items may be returned to any Wiltshire library or mobile library if you are unable to get to your local library.

Books or other items which are 9 weeks or more overdue must be handed to a member of staff.

Loss or Damage

14. You will be held responsible for loss of or any damage to any item whilst it is in your possession. You will be charged the cost as assessed by Wiltshire Council. Failure to return items or to pay the value as assessed will result in prosecution in the Magistrates Court under the Council's Byelaws.

Reservations

15. You may request or reserve a particular item. There may be a charge for this service. No charge will be made if you are requesting an item of children's stock held at any Wiltshire library. You may also reserve stock by telephone, at public access terminals in libraries or over the Internet at <http://libraries.wiltshire.gov.uk>. Library staff will provide a PIN number on request.

Use of computer terminals in libraries

16. All Wiltshire libraries provide free access to the Internet and to a range of supporting software. To use this facility you must
- Have current membership of Wiltshire libraries and a PIN to go with your library card number.
 - Have no outstanding charges on your membership.

- Parental or guardian consent to use the Internet if under 16 years.
- Visitors must provide proof of identity.
- Agree to the library service Acceptable Use Policy for using the library computers.
- Agree to relinquish any computer terminal you are using in a library if asked to do so by the staff.

Use of Stock

17. You should relinquish any newspaper, magazine or material belonging to the library which you are using in a library, if asked to do so by the staff.

Copyright and Public Performance

18. The borrowing of items from the library or its use on library premises does not give you any right or licence in respect of copyright or public performance. You are required to comply with current copyright and performing rights legislation.

Library Byelaws

19. The use of Wiltshire Council library facilities and the conduct of persons within them is governed by the Byelaws made by the County Council on 14 April 1996. Infringement of these may result in prosecution. These Rules and Regulations are without prejudice to the Byelaws, which remain in force.
21. A copy of the byelaws is held in each library and may be inspected on request.

Footnotes

- a. In these Rules and Regulations the expression “library” includes the whole of any rooms or buildings held by the Wiltshire Council as Library Authority under the Public Libraries Act, 1964 and includes a vehicle or any other place where a library is conducted by the Council or where books or other items may be borrowed from the Wiltshire Council. The expression “Council” means Wiltshire Council.
- b. Current charges are displayed in all libraries and mobile libraries.

Joan Davis
Head of Libraries
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 Where everybody matters