

# SOUTH WAIRARAPA DISTRICT COUNCIL

25 OCTOBER 2017

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## AGENDA ITEM C2

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### LIBRARY POLICIES REVIEW

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#### **Purpose of Report**

To inform Councillors of the proposed process for approving amendments to the Library Policies going forward.

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the Library Policies Review Report.*
2. *Approve the changes to the process for approving amendments to the Library Policies going forward.*

#### **1. Executive Summary**

The three South Wairarapa District Council Libraries are operated as part of the Wairarapa Library Service (WLS). The WLS has a number of policies which are largely operational in nature. It is proposed they do not go through the formal approval process of other SWDC policies, but that they are reviewed by the Group Manager Corporate Support (GMCS) and Amenities Manager for consistency with other SWDC policies.

#### **2. Background**

The three South Wairarapa District Council Libraries and Carterton Library operate together as the Wairarapa Library Service (WLS).

The WLS has a number of policies (seventeen in total) which are currently under review by the WLS joint committee.

These policies are listed on the SWDC policy list for regular review and available for ratepayers to view on the SWDC website.

Normal practice is for all SWDC policies to be reviewed by the Audit and Risk working party (A&R) and are then presented to Council for their approval.

As the library policies are largely operational in nature it is considered inappropriate to have them all reviewed first by A&R and then by Council.

Instead it is proposed that we conduct the following review process going forward:

1. The WLS joint committee reviews the policies on a regular basis (minimum once every three years).
2. Proposed changes are submitted to the Amenities Manager and GMCS for their review for appropriateness and consistency with other SWDC policies e.g. the Financial Delegations Policy.
3. Proposed amendments from these reviews are fed back to the WLS joint committee for final agreement.
4. Updated versions of the policies are displayed on the SWDC website and SWDC staff and Councillors are advised when they have been updated.
5. If agreement cannot be reached between the WLS committee and SWDC officers on a particular policy, it will be taken to the A&R working party for a final decision on wording.

The current library policies are as follows:

- Library Policy
- Care of Children in the Libraries Policy
- Cataloguing and Classification Policy
- Charging Policy
- Collection Development Policy
- Complaints Policy
- Copyright Policy
- Customer Code of Conduct Policy
- "Friends" Policy
- Fundraising and Donations Policy
- Housebound Policy
- Interloan Policy
- Internet Policy
- Membership Policy
- Processing Policy
- Privacy Policy
- School Holiday Programme Policy

This proposed new approval process was discussed and agreed at the October 2017 A&R meeting.

## **2.1 Amendments to Library Policy L100**

Some amendments are proposed to the titles of the individual policies. These are listed in the Library Policy L100 which is included with tracked changes in Appendix 1.

### **3. Conclusion**

As the Library Policies are largely operational in nature, it is proposed their approval process will be different from other Council policies. Amendments will be proposed by the WLS joint committee and agreed by the Amenities Manager and GMCS and must be consistent with other SWDC policies.

This proposed new approval process was discussed and agreed at the October 2017 A&R meeting.

### **4. Appendices**

Appendix 1 – Library Policy L100

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Reviewed By: Paul Crimp, CEO

# **Appendix 1 – Library Policy L100**

# Library Policy

## 1. RATIONALE

The Council jointly with the Carterton District Council, provides library services for citizens of both territorial local authorities.

The Service provided is known as the Wairarapa Library Service.

## 2. PURPOSE

To establish policies for the operation of the joint Service that are adopted by both District Councils, to facilitate the provision of a quality library service, meeting the needs of the citizens of both Districts in a user-friendly, efficient and cost effective manner.

## 3. GUIDELINES:

Individual Policies, as set out hereunder, have been adopted by the Wairarapa Library Service Joint Committee and the South Wairarapa District Council. Policy detail may be viewed on the internet at <http://www.wls.org.nz/policies.html>. Hard copy of individual policies can be printed off as required.

Care of Children in the Libraries Policy  
Cataloguing and Classification Policy  
Charging Policy  
~~Collection Development Policy~~  
Complaints Policy  
Copyright Policy  
Customer Code of Conduct Policy  
“Friends” Policy  
Fundraising and Donations Policy  
~~Homelinkusebound~~ Policy  
Interloan Policy  
Internet Access Policy  
Membership Policy  
Processing Policy  
Privacy Policy  
~~LibrarySchool Holiday~~ Programme  
Policy