

RLQ Library websites - TEMPLATE

RLQ

Rural Libraries Queensland (RLQ) is a partnership between State Library and 30 local governments in Queensland. By sharing a common catalogue of more than 300,000 items, every resident of RLQ councils is able to view real-time location and availability data on all RLQ collections.

ONLINE CATALOGUE

[Link to local view of RLQ online catalogue]

LIBRARY SERVICE

Xxxx Council has xxx branches that provides library services to over xxx residents.

[Include photos of your library]

XXX Regional Library Services provides residents with access to a wide range of resources to entertain, inform and assist in daily living, with collections for adults, youth and children.

Resources are available in a variety of formats including books, large print books, magazines, DVDs, and audiobooks suitable for all age groups. Language and literacy materials along with bookclub sets may be requested from State Library. Contact your local librarian for assistance.

Electronic resources such as eBooks, downloadable audio books, information databases and music are all available to RLQ members via the online catalogue.

OPENING HOURS

Monday to Friday 10:00am to 5:30pm

Saturday 9:00am to 1:00pm

[add your local opening hours]

INTERNET ACCESS

Access is available to Internet, word processing and spreadsheet applications and a diverse range of online resources.

One computer in the public area offers free access to the RLQ online catalogue and information services over the internet to residents of the shire. Bookings can be made by contacting the Librarian.

Free wireless internet access is also available.

[change to reflect your Internet conditions]

FACILITIES

Meeting room is available with tea and coffee facilities. Contact library staff to make a booking.

[add any other facilities available locally]

SERVICES

Languages other than English

Books in languages other than English may be requested for loan through the State Library of Queensland. Contact your local library staff for assistance. Free access is provided to library members to *Library PressDisplay* - an online newspaper portal that offers over 200 newspapers from 70 countries around the world, in 37 languages.

MyLanguage offers access to online resources in over 65 languages.

<http://www.mylanguage.gov.au/>

Housebound service

If you are confined to your home due to illness or a disability and do not have anyone able to visit the library on your behalf, you may be eligible to join our housebound services. Books and other library resources are delivered to and collected from your home. As well, downloadable audiobooks are available via the online catalogue.

Please contact staff at your nearest branch library to discuss your requirements.

Remote users

Shire residents, who live too far out of town to attend one of the library branches, may be eligible for our postal service for remote users.

Please contact staff at your nearest branch library to discuss your requirements.

JOINING & LENDING

Library membership is free. To join the library, visit your local branch and provide proof of residential address. You will also need to agree to the library's terms and conditions.

Children under 18 years must be joined by a parent or guardian who must show proof of current address.

Lending and returning Items

All new members receive a library card. The library card enables members to borrow books and items from all RLQ libraries *[Include web link to RLQ libraries*
<http://plconnect.slq.qld.gov.au/networking/directory-of-public-libraries/browse-rlq-libraries>]
and access their library account from anywhere at any time of the day.

Members can borrow up to XXX items at a time for XXX weeks (XXX days).

Items can be renewed XXX (once, twice), as long as the item has not been reserved by another borrower. Members can renew their items through the online library catalogue, over the phone or in person at any of our library locations.

Reservations can be placed on items that are not currently available or that are held at other branches. To place a reservation, access the online library catalogue or ask library staff to help. Members can have up to XXX items reserved at any one time.

Library items can be returned to any library branch regardless of where they were borrowed. Libraries have after hours access chutes which can be used by members 24 hours a day, seven days a week.

Lost or damaged

- If you lose an item you have borrowed you must pay for it to be replaced. The replacement fee is the cost of the item plus GST.

Lost library card

- If you think you have lost your library membership card, or if it has been stolen, notify your branch library as soon as possible.
- Replacement cards are available for a nominal fee and confirmation of identity.

RLQ TOURIST MEMBERSHIP

Tourist library membership is free to anyone who is residing or travelling within Regional and Outback Queensland.

New tourist members may join the library service online <http://www.plconnect.slq.qld.gov.au/forms/rlq-tourist-card> and a card will be mailed to their home address or PO Box within 5 working days.

Tourist members can also join in person at any branch of the RLQ. A list of RLQ libraries can be found in the Public Libraries Directory. <http://plconnect.slq.qld.gov.au/networking/directory-of-public-libraries/browse-rlq-libraries>

Children under 18 years must be joined by a parent or guardian who must show proof of current address.

CHARGES

Membership to Council's library is free; however some fees may be added for additional services required.

- Photocopying and printing - available for a fee
- Binding - available for a fee
- Laminating - available for a fee
- Reservations - free
- Interlibrary loans from reciprocal borrowing libraries - free

NOTICES

Receive your overdue and reservation notices via email!

The library service offers customers with a valid email account the option to switch from paper to email notifications. To make the change simply contact the Librarian.

INTER-LIBRARY LOANS

You may wish to borrow an item that is not held in an RLQ library. Search the State Library's OneSearch catalogue <http://onesearch.slq.qld.gov.au>

If it is not available online, contact your local librarian for more assistance, who can arrange an inter-library loan on your behalf.

GET INVOLVED WITH YOUR LIBRARY

Your library, a space for entertainment, discovery and imagination.

Whether you want to meet new people, show your support, make a suggestion or just have some fun, there are so many ways you can get involved with your library:

1. try something new or rediscover an old passion
2. join a bookclub
3. donate materials or suggest items for purchase
4. make a suggestion on how we can improve the library service

1. Library events

Baby Rhyme Time sessions offer a fun and interactive time, rhyming, singing and talking with your baby. For parents and babies 0 to 2 years.

Storytime sessions aim to foster a love of books and reading, as well as important listening and social skills. Suitable for children aged three to five years.

School holiday fun has a program of activities to keep the kids busy, reading and active in the holidays for children 6 to 12 years

2. Bookclub sets available for loan

Book club sets are available for loan to established book club groups. Book club coordinators should contact their local library and register the group to access these sets.

<http://plconnect.slq.qld.gov.au/services/reader-advisory/book-clubs>

3. Suggested items for purchase

All library members are welcome to login to the online catalogue and suggest materials for purchase via the Suggestion link. Your suggestions for purchase are evaluated against basic selection criteria and the scope of the collection. Material not suitable for purchase may be obtained on inter-library loan.

Donations

The Library Service welcomes donations of print materials in good condition that meet the needs of our collection. All donations are carefully evaluated along with the need to add additional copies of titles that are already held in the collection. Donations are accepted on the clear understanding that the library service may dispose of these items at any time.

4. Suggestions and feedback

Send us your ideas and feedback about our library service.

[local email address]

LOCATION

[include Google map link to your local branch]

CONTACT US

Send feedback regarding the RLQ library service, via an online form

<http://tellsiq.altarama.com/reft100.aspx?pmi=LOcBbkOayf>

OR email pls@slq.qld.gov.au