

# Library & Archives NT Membership Policy

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Acronyms	Full form
NT	Northern Territory
NTG	Northern Territory Government
DPSC	Department of People, Sport and Culture
LANT	Library & Archives NT
LANT	LANT Danala
LANT	LANT Gurumbai
LANT	LANT Mparntwe
ECP	Education and Community Precinct
CDU	Charles Darwin University

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# 1. Purpose

The Library & Archives NT (LANT) Membership Policy outlines a program enabling registered members to borrow directly from LANT's lending collections and to access other services. The primary focus of the policy is to enable access to collections onsite at LANT Danala (CDU Education and Community Precinct, 54 Cavenagh Street, Darwin), but it includes scope for access at LANT Gurumbai (NT Archives Centre, Kelsey Crescent, Millner) and LANT Mparntwe (Minerals House, 58 Hartley Street, Alice Springs).

Library & Archives NT promotes literacy, learning, and reading for pleasure. LANT provides spaces, services, and resources to support literacy and learning for all Northern Territory residents and visitors. This policy explains LANT membership and loans.

# 2. Scope

This policy is applicable to anyone seeking to obtain membership with LANT.

The membership policy defines the various membership categories along with their corresponding borrowing privileges and conditions.

# 3. Using LANT resources

## 3.1. General

All LANT members are issued with a LANT membership number and card which can be used to borrow in person at LANT Danala and online through our website.

For security reasons, with the exception of online membership, a patron will need to visit LANT Danala in person to join as a member.

## 3.2. Services to members

- Onsite use of collection items
- Access to public computers
- Access to printing facilities
- Submit AskLANT research enquiries
- Submit AskLANT copy service requests
- Borrow lending collection items
- Reserve (place holds on) collection items (lending and non-lending)
- Access eResources
- Book oral history recording studio
- Book microfilm reader
- Book access to Research Room (including access to Special Collection, microfilm and maps, and/or reserved material for onsite use only)

Note: collection items deemed too fragile to transport between LANT Gurumbai and LANT Danala will only be made available for access at LANT Gurumbai by agreement with the Access and Information team.

Note: some collection items may be restricted and not available for access.

## 4. Types of membership

### 4.1. NT Resident

#### 4.1.1. Adult Membership

NT residents aged 16 and over are eligible for Adult Membership, provided they can produce photo ID and proof of residency.

Accepted proof of identity:

- Current NT driver's licence
- Defence Force ID
- Student Card
- Interstate driver licence
- Proof of Age Card
- Passport
- Work ID card

Accepted proof of residency:

- NT driver licence
- Rates or utilities notice
- Tenancy agreement
- Bank statement
- Medicare statement from myGov showing name and address
- NT public library membership
- CDU Student ID

#### 4.1.2. Child Membership

Children whose parents are NT residents are eligible for Child Membership provided that:

- The parent/guardian can provide acceptable photo ID and proof of NT residence.
- The parent/guardian accepts responsibility for their children's access, selection and use of the LANT items and services, in both physical and digital formats.
- The parent/guardian accepts responsibility for fees or charges for lost or damaged LANT items borrowed on the child's membership.
- The parent/guardian signs the new membership card.

## 4.2. Visitor Membership

Visitor Membership is a temporary membership type designed for visitors who might not be able to provide photo identification and/or proof of NT residence.

To obtain a Visitor Membership, any of the following alternative identification methods may be accepted:

- Bank card
- Basics card
- Employee card
- Healthcare card
- Photo ID such as student ID, interstate driver's licence, passport, 18+ card or Working with Children check
- Utility bill
- Rental agreement
- Bank statement

## 4.3. Lite Member

Lite Membership is a temporary membership type designed for those that might not be able to provide photo identification and/or proof of address.

To obtain a Lite Membership, any of the following alternative identification methods may be accepted:

- Bank card
- Basics card
- Healthcare card
- Medicare card
- Photo ID such as student ID,
- Passport
- 18+ card or Ochre card.

A Lite Membership can be updated to an Adult or Child Membership for full borrowing privileges on presentation of an acceptable photo ID and proof of residential address.

## 4.4. Online Access Membership

Online Access Membership is a restricted membership type that provides access to the online collections including eBooks, eAudiobooks, digital magazines and online databases. This membership type does not permit borrowing from LANT collections.

NT residents aged 16 and over can apply for Online Access Membership via LANT's website.

Accepted proof of identity would need to be uploaded for staff to verify.

Children may obtain an Online Access Membership if their parent or guardian attends LANT in person and accepts responsibility for their children's access, selection, and use of all LANT services.

Types of Membership	Access	Notes/ Membership Requirements
NT Resident a) Adult b) Child	Reserve and borrow lending collections with a maximum of 5 items, reserve non-lending collection items for use in LANT; book microfilm reader; book sound booth; access Research Room; reserve Listening Pods	NT residents aged 16 and over are eligible for Adult Membership, provided they can produce proof of residency. Children whose parents are NT residents are eligible for Child Membership.
Visitor	Reserve and borrow lending collections with a maximum of 2 items, reserve non-lending collection items for use in LANT, book microfilm reader; book sound booth; access Research Room; reserve Listening Pods	Default category if unable to provide proof of NT address
Lite	Reserve, and borrow lending collections with a maximum of 1 item, reserve non-lending collection items for use in LANT, book microfilm reader; book sound booth; access Research Room; reserve Listening Pods	Default category if unable to provide proof of address
Online	Access to eResources only (in-LANT and/or remote access); no access to borrowing/reserving of physical collections	Default setting for anyone who joins online; can only access eResources May upgrade to other categories following confirmation of ID

## 5. Membership terms and conditions

Upon issue and signing a LANT membership card, including signing on behalf of a child, the member agrees to the Terms and Conditions of Membership as follows:

- Members must comply with conditions of entry and use of LANT collections
- A valid membership card is required to borrow or reserve collection items
- Members must agree to properly care for all borrowed and/ or accessed materials
- Members must agree to pay any costs associated with the damage or loss of materials in their care
- Members will return or renew items on or before the due date
- Members must accept responsibility for their child's choice of items and use of the internet
- Members must comply with LANT's Code of Conduct
- Members must accept LANT's Privacy Statement and use of personal information
- Members will adhere to procedures provided for use of LANT equipment
- Members will inform LANT staff of any changes in membership details or loss of a LANT card
- Members must comply with the *Copyright Act 1968* and any other legislation or specifications related to the access, duplication and use of LANT collection materials

- Terms and Conditions are subject to change

## 6. Privacy statement and use of personal information

LANT collects name, address, and contact details (phone / email) so that collection items can be loaned to members, who can be notified if there are any items reserved that are ready for collection or ready for use in LANT.

When personal information is given to Library & Archives NT privacy is protected under the [Information Act 2002](#).

There are strict rules for how information is collected, handled and managed.

For more information on privacy the [Office of the Information Commissioner Northern Territory](#) website provides further detail on:

- when and why information is collected
- how it is used
- how it is managed
- what to do if there has been a breach of privacy

## 7. Conditions of loan

Loan periods are dependent on the collection being accessed.

Northern Territory Collection items (including NTC Special Collection, NTC Media, maps, microfilm and periodicals, and NTC items held in offsite storage can be reserved for onsite use but cannot be borrowed.

Personal and Community Archives and Rare Maps can be reserved for onsite use but cannot be borrowed, providing access conditions allow and submission of an AskLANT request.

Government Records can be requested for onsite use, providing access conditions allow and submission of an AskLANT request (exclusive of Agency lending procedures).

### 7.1. Item loan limits

NT residents - adult and children - 5 items on loan at any time.

Visitors/non-residents - 2 items on loan at any time.

Lite members - 1 item on loan at any time.

Online Access members cannot borrow physical items from LANT collections.

Each membership category has access to borrow eBooks, eAudiobooks and eMagazines from the BorrowBox platform (download app onto personal device).

### 7.2. Loan periods

Item Type	Loan Period	Renewal
Adult and Children lending collection	28 days	1 renewal for two weeks unless reserved



### 7.3. Renewing items

Items can be renewed once provided they have not been requested by other LANT members. When an item is not returned on the due date and has not been requested by another member, the loan will be automatically renewed for a further two weeks. Once the extended due date is reached, the item becomes overdue.

### 7.4. Overdue Items

LANT does not charge overdue fines for the late return of items.

Once an item is overdue for 7 days an overdue notice will be issued. If the item is still not returned within a further 7 days an invoice/ final notice will be issued. No further borrowing will be allowed until the invoice is paid or overdue items have been returned.

### 7.5. Lost or damaged items

Where items are lost or damaged, a replacement cost and processing fee will be charged. No further borrowing will be allowed until the invoice is paid or lost items returned or replaced.