

Policy title	RTRL and Interlibrary Lending Policy
Policy number	1.2
Objective	The purpose of this Policy is to outline the types of items available for loan and the associated conditions of supply.
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Policy objective

The purpose of this Policy is to outline the types of items available for loan and the associated conditions of supply.

Scope of Policy

This Policy applies at all Richmond Tweed Regional Library (RTRL) branch libraries and support areas.

RTRL branch libraries include: Lismore, Goonellabah, Ballina, Alstonville, Lennox Head, Byron Bay, Mullumbimby, Brunswick Heads, Tweed Heads, Murwillumbah, Kingscliff, Research and Family History Centre, and RTRL Mobile Library.

Legislative context

This is not intended to be an exhaustive list of all applicable legislation.

RTRL operates under the [Library Act 1939](#) and the [Library Regulation 2018](#)

RTRL follows the [Australian Interlibrary Resource Sharing \(ILRS\) Code | ALIA Library](#)

Related documents

[RTRL Library Membership Policy](#)

[RTRL Member and Visitor Code of Conduct](#)

[RTRL Exclusions and Directions to Leave Policy](#)

[RTRL Fees and Charges](#)

State Library of NSW [Interlibrary Lending Policy](#)

Responsibilities and administration of the Policy

The RTRL is managed by Lismore City Council as Executive Council and is responsible for leading the implementation of this Policy, including its conformity to legislative and other compliance requirements, communicating this Policy to managers and supervisors, and other relevant activities in implementing the Policy.

Managers and supervisors are responsible for managing processes relevant to this Policy and communicating this Policy to staff.

Staff are responsible for understanding and complying with this Policy.

RTRL members and visitors to the library are responsible for abiding by the intent of this Policy.

Review requirements

This Policy will be reviewed annually, with a full review undertaken every four years in line with Local Government procedures.

Policy approval

Policy approval will be undertaken through the RTRL Committee.

Policy

Loan period

The standard loan period for RTRL items is three (3) weeks, except for the following:

- Interlibrary loans: as specified by the lending library concerned.
- Home library and Institutional borrowers: four (4) weeks.
- Quick Reads items: seven (7) days
- Popular Pick items: fourteen (14) days

Loans may be renewed for up to two additional three-week periods, for a maximum total of nine (9) weeks, provided the item has not been reserved by another borrower. Items that have been reserved by another borrower cannot be renewed under any circumstances.

Loan items

Full members and reciprocal borrowers may borrow up to four (4) items on their first visit and may borrow up to 20 items once the initial four (4) items have been returned.

Other members may borrow up to four (4) items.

Provisional members may borrow up to two (2) items on their first visit, and up to four (4) items once the initial two (2) items have been returned.

Overdue items

Borrowing privileges may be suspended if any items are overdue.

Notices will be sent to members, alerting them to overdue items and request to return.

A fine may be payable for all RTRL Library items kept beyond the stipulated maximum time. Fines are set by the RTRL Committee and reviewed annually.

Lost or damaged items

Members are responsible for the care of items borrowed from RTRL. If a borrowed item is lost or damaged, the member will be asked to pay the replacement cost along with any applicable processing and administration fees. An invoice may be issued for these charges.

Parents, guardians or carers are liable for damage or loss of items incurred by minors for whom they have agreed to be guarantor.

Materials borrowed via the interlibrary and multicultural loans service from other network libraries which are damaged or lost will incur fees per the lending libraries Policies.

Members are entitled to ownership of the lost or damaged item upon payment in full of the associated fees and are not eligible for a refund if the lost item is later found. Replacement items will not be accepted in lieu of payment.

Borrowing privileges may be suspended if accounts for fees and fines, including for lost or damaged items, remain unpaid.

Application to waive fees and fines for lost or damaged items may be made in certain circumstances (natural disaster, victim of crime, Member deceased, or other extenuating circumstances). Applications can be made via the RTRL Area Librarian and will be assessed on a case-by-case basis.

Materials borrowed via Interlibrary loan

This refers to the lending and borrowing of material from libraries throughout Australia. RTRL follows the [Australian Interlibrary Resource Sharing \(ILRS\) Code](#).

Australian libraries and RTRL members may borrow items, with the exception of Reciprocal members, Blocked members, Visitors, Provisional members and Children.

Items from the following collections are not available for loan to libraries outside RTRL: Reference, Local History, Library Science, Genealogy, Maps, Posters, items reserved by RTRL members and fiction released in the past 12 months.

RTRL items sent to other libraries have a loan period of four (4) weeks.

Items received by RTRL from lending libraries have a loan period set by the lending library.

Items may be renewed at the discretion of the lending library. The lending library officer should be notified seven (7) days in advance of the due date to arrange a renewal of the loan. Multicultural bulk loan material will not be renewed by the State Library.

RTRL renewal policy will be applied to RTRL items borrowed by other libraries.

RTRL lends freely to other Public and State Libraries. When we are aware that lending libraries would charge RTRL a fee, we place a fee on loans to these libraries.

When borrowing from another library incurs a fee, RTRL passes this cost on to the member who requested the item/s.

Replacement cost

The borrowing library is responsible for maintaining the condition of items borrowed from the State Library of New South Wales, including multicultural language items. The borrowing library is required to notify the State Library as soon as possible if an item has been lost or damaged. A replacement cost will be charged for a lost or damaged item, per the State Library of NSW [Interlibrary Lending Policy](#).

The replacement cost for items borrowed from other institutions is dependent on those institutions.

RTRL imposes a replacement cost and processing fee on loss or damage of its items by other libraries. An invoice will be issued to the libraries.

Document history and version control

Version #	Date approved	Approved by	Description	CM ref #
1.0	17/09/2025	RTRL Council	Complete review of all RTRL Policies has resulted in revised numbering & documents.	ED2025/069656