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1. **LIBRARIES**

Hibiscus Coast Municipal libraries offer a free public library service at 12 circulating libraries across the Municipal area. Anyone may use these libraries, but only members may loan library material. Items on loan must be returned to the same library from which they were borrowed. Details of libraries can be found under contacts.

Further services include:

- Mobile library units
- Cyber zones
- Rural community library
- Mobile library units

Everyone is welcome to use the resources of the Hibiscus Coast Municipal Libraries.

For more details on different types of membership please consult the Policies and Tariffs section.

2. **BACKGROUND INFORMATION**

**HISTORY:**

The Port Shepstone Public Library – Reading Room was established on 4th March 1904. The library opened on 15 June 1904. There was only a very few library members. The library relocated a couple of times to the current site of Port Shepstone library.

The library was handed over to the Provincial Library Scheme in 1952. This library and the others in our Municipal area grew from strength to strength. All libraries are well used for recreational as well as educational reading/use.

All the small municipal entities amalgamated into the Hibiscus Coast Municipality.

The Hibiscus Coast Municipal Libraries consists of the following libraries from previous municipalities/town boards:

- Hibberdene library    Hibberdene Town board
- Southport library     Bendigo Town board
- Umtentweni library    Umtentweni Town board
- Port Shepstone library Port Shepstone Municipality
- Marburg library       Marburg Town board
- Albersville library   Marburg Town board
- Uvongo library        Uvongo Town board
- Margate library       Margate Town board
- None                  Umtamvuna Town board
- Port Edward library   Port Edward Town board
3. **FRIENDS OF SOUTHPORT LIBRARY**

The friends of Southport Library were established in 1998.

The objectives of the friends is an advisory body to the Library in terms of services and needs of the library will be a mechanism of networking between the community and the library.

To support and foster the library and its role in the community

To help raise funds for special projects/needs which are not reflected on the budget.

**Functions**

- To create and facilitate volunteering programme
- To organize and manage the friends of the library
- To support and help with organizing outreach programmes
- To encourage the donation of books and other materials to the library
- To market the library by putting out a library newsletter
- To assist with library routines e.g. Issues, shelving etc.

**Membership**

- Membership is minimal and is open to all library members
- Recruitment of members is to be continuous to replace volunteers who leave
- The membership must be fully representative of the community served by the library
- Committee members will not receive remuneration

**Meetings**

- An AGM will be held annually in which an executive committee will be appointed and the following office bearers will be elected: chairperson, treasurer, secretary, Librarian, senior librarian.
- The committee has power to co-opt members or individuals for projects
- Will meet bi-monthly
- The secretary will keep the minutes
- Minutes of meetings must be sent to Head of Department

**Finance**

- There will be a savings/current account for monies raised through donations and fund-raising.
- There will be 3 signatories for withdrawing money
- A financial statement to be tabled by the treasurer in the AGM
- Financial year will run from 1 July to 30 June of each year
• Should a decision be taken in the AGM to dissolve the committee, the librarian in charge together with the chairman will act as liquidators and settle all outstanding debts of the friends and monies left will be handed to the librarian to be used for library purposes
• Monies raised through donations and fund-raising will be used for the following purposes
  o Resource needs of the library
  o Refreshments for committee meetings

4. POLICIES AND TARIFFS

4.1. INTERNET ACCESS GUIDELINES

• The Internet @ your library project offers computer and internet access for the benefit of the community and its members free of charge. Users may be charged for printing costs.
• The computers are for the use of community members of all ages.
• All library users should have equal rights to access the computers and the internet.
• The computers and internet services are used for recreational, educational and information purposes, as required by the library user. No illegal activities are allowed.
• To use the computers, it is recommended to be a member of the library. Unregistered users may be required to show identification.
• No copying of downloading of copyrighted material is allowed. Copyright rules and Digital Rights Management (DRM) must be complied with.
• No streaming videos, webcams or music are allowed.
• These computers are protected against pornography and all illegal activities. Filtering software is used to safeguard children and prevent illegal activities on computers.
• For fair use, time limits are set by the library per session.
• To ensure privacy and security of your own work, files created should be copied onto a personal disk(s).
• Users of public computers should be aware that these computers are in a public facility and take appropriate precautions with regards to accessing facilities such as internet banking and online account payments.
• The installing software and / or changing system settings are prohibited.
• When listening to CD’s or watching videos while using the computers please respect the rights of other library users and bring your own headphones. No streaming of videos or music is allowed.

4.2. LIBRARY TARIFFS

<table>
<thead>
<tr>
<th>2013/2014</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ratepayers and members resident in the Council area</td>
<td>R 0.00</td>
</tr>
<tr>
<td>Persons other than (10.1) above who are not resident in the Council area (subject to application)</td>
<td>R 100.00</td>
</tr>
</tbody>
</table>
Deposit per book on loan to holiday makers, (Maximum of 3 books - per book) | R 100.00
---|---
and a borrowing fee, per book | R 3.00
Fine for each book retained beyond the specified period for each week, or part thereof per book | R 1.00
Fine for retaining any audio visual material beyond the specified period, for each day, or part thereof, per item | R 1.00
Postage Fee for inter-library loan material | R 40.00
For use of the Group Activities Room for activities to be in the interest of the community, per 5 hour period, or part thereof | 
Education | R 0.00
Political meetings, concerts, dances, film shows | R 170.00
Religious purposes | R 85.00
Commercial exhibitions | R 170.00
Bazaars, fêtes, art exhibitions | R 170.00
Classes such as dancing, karate, yoga, keep-fit | R 70.00
Deposit for usage of GAR, provided that the deposit may be held over until no longer required | R 160.00
Penalty for dust cover lost or damaged | R 20.00
Replacement of borrowers pocket 1st set | R 3.00
Replacement of borrowers pocket 2nd set | R 4.00
Replacement of borrowers pocket 3rd set | R 7.00
Replacement of computer card 1st set | R 10.00
Replacement of computer card 2nd set | R 12.00
Replacement of computer card 3rd set | R 14.00

Damage to books, estimated value of the books as determined by the librarian at the time of damage, but not exceeding the replacement cost plus 15% | replacement cost + 15%
---|---
Lost books, replacement of books/library material | replacement cost + 15%
Video plastic boxes | R 12.00
Hooked cassette holders | R 12.00
Special requests/reserved books to cover costs: | 
Local telephone calls | R 4.00
Cell phones (this is not for the service, but only to cover costs of telephone calls) | R 12.00
Audio cassette boxes single | R 10.00
Audio cassette boxes double | R 10.00
Talking book molded boxes 2-4 cassettes | R 27.00
Talking book molded boxes 6-8 cassettes | R 28.00
Compact disc boxes single | R 10.00
<table>
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<tr>
<th>Item</th>
<th>Price</th>
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<tbody>
<tr>
<td>Compact disc boxes double</td>
<td>R 16.00</td>
</tr>
<tr>
<td>Small video mailing cases</td>
<td>R 45.00</td>
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<tr>
<td>Large video mailing cases</td>
<td>R 64.00</td>
</tr>
<tr>
<td>Book dust jacket damaged or lost</td>
<td>R 18.00</td>
</tr>
<tr>
<td>Small film mailing cases</td>
<td>R 85.00</td>
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<tr>
<td>Medium film mailing cases</td>
<td>R 98.00</td>
</tr>
<tr>
<td>Large film mailing cases</td>
<td>R 105.00</td>
</tr>
<tr>
<td>Loss of printed insert in video boxes, cd boxes and audio cassettes</td>
<td>R 28.00</td>
</tr>
<tr>
<td>Photocopies:</td>
<td></td>
</tr>
<tr>
<td>Library material A4</td>
<td>R 1.00</td>
</tr>
<tr>
<td>Library material A3</td>
<td>R 3.00</td>
</tr>
</tbody>
</table>

4.3. LIBRARY MEMBERSHIP

- Individual
  Free to users who reside in the Hibiscus Coast Municipal area

- Institutional
  Free to schools and other organisations in the Hibiscus Coast Municipal area

- Visitors
  open to users who require temporary membership at a fee.

5. FREQUENTLY ASKED QUESTIONS –

Who can join the Hibiscus Coast Municipal Libraries?
- Any person who resides in the Hibiscus Coast Municipal area
- A visitor at a fee

What is available to me as a library member?

- Basic lending service – for your reading needs (books)
- Assistance with school projects
- Research
- Newspapers and magazines
- Special requests
- Assistance with computer use
- Audiovisual material
- Computer facilities

How many items may I borrow?
- 11 items
How long may I keep these items?
Two weeks
You can renew certain items for a longer period

What happens if I do not return or renew the items on time?
You will pay a fine as per tariff of charges

6. CONTACT DETAILS

12 Libraries in Hibiscus Coast Municipality

Hibberdene library

Situation – physical address : 124 Minerva Crescent
                              Hibberdene

Postal address : P O Box 4
                Hibberdene
                4220

Tariffs : As per council resolution

Hours of operation : Monday – Friday 09h30 – 17h00
                    Saturdays 09h00 12h50

Telephone number : 039-6992915

Fax number : 039-3993308

Southport Library

Situation – physical address : Porter Road
                              Southport

Postal address : Private Bag 716
                Port Shepstone
                4240

Tariffs : As per council resolution

Hours of operation : Monday – Friday 10h00–16h15
                    Saturdays 08h30–10h45

Telephone number : 039-6813268
Fax number: 039-6813268

**Umtentweni library**

Situation – physical address: 2 Abingdon Road
Umtentweni

Postal address: Private Bag 716
Port Shepstone
4240

Tariffs: As per council resolution

Hours of operation: Monday – Friday 10h00 – 16h15
Saturdays 08h30 – 10h45

Telephone number: 039-6952364

Fax number: 039-6952364

**Port Shepstone Library**

Situation – physical address: 10 Conner street
Port Shepstone

Postal address: Private Bag 716
Port Shepstone
4240

Tariffs: As per council resolution

Hours of operation: Monday – Friday 10h00 – 16h30
Saturdays 08h15 – 11h15

Telephone number: 039-6882061

Fax number: 039-6882061

**Albersville Library**

Situation – physical address: Albersville Road
Albersville

Postal address: Private Bag 716
Port Shepstone
<table>
<thead>
<tr>
<th>Library</th>
<th>Tariffs</th>
<th>Hours of operation</th>
<th>Telephone number</th>
<th>Fax number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Marburg Library</strong></td>
<td>As per council resolution</td>
<td>Monday – Friday 11h00 – 17h30 Saturday 09h00 – 14h00</td>
<td>039-6882063</td>
<td>039-6882063</td>
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<tr>
<td><strong>Merlewood Library</strong></td>
<td>As per council resolution</td>
<td>Monday – Friday 11h00 – 17h30 Saturday 09h00 – 14h00</td>
<td>039-6854537</td>
<td>039-6854537</td>
</tr>
<tr>
<td>Library</td>
<td>Situation – physical address</td>
<td>Postal address</td>
<td>Tariffs</td>
<td>Hours of operation</td>
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<td>------------------</td>
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</tr>
<tr>
<td>Gamalakhe Library</td>
<td></td>
<td>Gamalakhe Civic Offices</td>
<td>As per council resolution</td>
<td>Monday – Friday 09h00 – 16h30 Saturdays 09h00 – 13h00</td>
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<tr>
<td>Uvongo Library</td>
<td></td>
<td>Cresent Road Uvongo</td>
<td>As per council resolution</td>
<td>Monday – Friday 09h30 – 15h50 Saturdays 09h30 – 12h50</td>
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<tr>
<td>Margate Library</td>
<td></td>
<td>North Avenue Margate</td>
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<td></td>
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<td>P O Box 788</td>
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</tbody>
</table>
Tariffs : As per council resolution

Hours of operation : Monday – Friday 09h30 – 16h00
                  Saturdays 09h00 – 12h00

Telephone number : 039-3128425
Fax number : 039-3120023

**Port Edward Library**

Situation – physical address : Cnr Dover road and Owen Ellis Drive
                              Port Edward

Postal address : P O Box 663
                Port Edward
                4295

Tariffs : As per council resolution

Hours of operation : Monday – Friday 09h30 – 16h30
                    Saturday 09h00 – 12h00

Telephone number : 039-3112281
Fax number : 039-3112281

**Sazi Nelson Library**

Situation – physical address :

Postal address : Private bag 716
                Port Shepstone
                4240

Tariffs : As per council resolution

Hours of operation : Monday – Friday 10h00 – 16h30
                    Saturdays 09h00 – 13h00

Telephone number : 039-
Fax number : 039-
LIBRARY SERVICES EXTENDED TO RURAL AREAS

WHEELIE WAGON RURAL LIBRARIES

- Maveshe hall
- Maygog hall
- Madlala Thusong centre
- Gcilima info centre
- Breamer hall

COMPUTERS AVAILABLE FOR PUBLIC USE – WITHOUT INTERNET CONNECTION

- Umtentweni library
- Port Shepstone library
- Uvongo library

FREE PUBLIC INTERNET SERVICES

- Margate library
- Gamalakhe library
- Sazi Nelson library
- Hibberdene library
- Port Edward library

TOY LIBRARY

- Gamalakhe library
- Sazi Nelson library