



## Library Catalogue Ratings & Reviews Guidelines

### Policy Statement

Library members can rate and review items listed in our online catalogue, ie add their own book reviews. These guidelines detail what is permissible.

### Related Legislation, Circulars or Guidelines (as amended)

- *Local Government Act 1993 No. 30 and Regulation*
- *Library Act 1939*
- *Copyright Act 1968*

### Does this Document Replace an Existing Policy, Procedure or Plan?

Yes, this document replaces Council's:

No  
N/A

### Related Council Policy or Procedure

- Library Service Charter
- Library Public Access Internet Policy
- Library Membership Policy

### Application and Distribution

**It is mandatory for all Council officials to comply with this Policy.**

This Policy and Guidelines is available on Council's website under Council Policies.

**Approved by:**

**Council:**           **24 September 2009**  
                              **Resolution No. C52**

**Effective:**         **24 September 2009**

**Distribution :**

**Signature:**

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*General Manager*

**Review Date:**     **September 2010**

**Registration Number:**

**Responsible Council Department/Officer:**   **Manager, Coffs Harbour Library**

**Version History Table:**

## Key Responsibilities

<b>Position</b>	<b>Directorate</b>	<b>Responsibility</b>
Mayor	Council	To lead Councillors in their understanding of, and compliance with, this Policy and Guidelines.
General Manager	Executive	To lead staff (either directly or through delegated authority) in their understanding of, and compliance with, this Policy and Guidelines. To approve resources to develop, implement and review this Policy and Guidelines.
Responsible Officer		Outline responsibilities of person(s) whose role it will be to carry out most of the functions under the policy
Directors	All Directorates	To communicate, implement and comply with this Policy and related Guidelines.
Director of Corporate Services	Corporate Business	To ensure (directly or through delegation) the distribution and communication of the Policy and Guidelines to specified persons. To ensure (directly or through delegation) the approved Policy and Guidelines are available in hard copy and electronically on Council's website.
Executive Manager HR & Organisational Development	Corporate Business	Facilitate the provision of regular training to all Council officials on their role and responsibilities in relation to this Policy, Guidelines and related procedures.
Executive and Managers	All Directorates	To implement this Policy, Guidelines and related procedures. To lead staff in their understanding of, and compliance with, this Policy and Guidelines
Information Technology Manager	Corporate Business	To assist with the development of systems to support public access to this Policy, Guidelines and related information.
All Council officials	Council	To comply with this Policy, Guidelines and related procedures.

# Library Catalogue Ratings & Reviews Guidelines Policy Guidelines

## 1. Introduction

Library members can rate and review items listed in our online catalogue, ie add their own book reviews. These guidelines detail what is permissible.

Comments that are not specific to the item or that violate our guidelines in any way, may be removed from the Library's online catalogue at any time, at our discretion.

If approved, your review will be published showing your first name(s), residential suburb and date of review - no other personal information will be displayed.

The recommended length is between 10 to 150 words. The best reviews include not only whether you liked or disliked an item, but also why.

The following non-exhaustive list details the kinds of conduct or content that is prohibited:

- Content that would violate, or would facilitate the violation of, any applicable law, regulation, or Council or Library rules or policies.
- Content that is unlawful, libellous, defamatory, obscene, pornographic, indecent, lewd, harassing, threatening, harmful, invasive of privacy or publicity rights, abusive, inflammatory, or otherwise objectionable - including profanity or spiteful remarks.
- Content that infringes the intellectual property rights or other proprietary rights of others, eg reproducing material protected by copyright without permission.
- Use of the service for commercial purposes such as advertising, promotion, or solicitation.
- Comments on other reviews or features visible on the page.
- Notification that our catalogue has typos in it. If you'd like to tell us about a specific problem, please contact us directly.
- Single-word reviews. We want to know why you liked or disliked the item.
- Comments focusing solely on the author or creator.
- No spoilers! Please don't reveal crucial plot elements.
- Phone numbers, mail, email, or web addresses, or domain names.

Reviews must be the work of the reviewer not a copy of someone else's review. Reviews must also relate specifically to the item being reviewed, opinions on general topics are not accepted. It also expected that the reviewer has read the material (or viewed or listened to it, depending on the medium) or at least attempted to.

Any review in violation of these guidelines might not be posted or could be removed from the Library web site or online catalogue at any time. We reserve the right to modify these Guidelines at any time, effective upon posting.

