

Library Membership Form



If you are younger than 18 you will need a parent or guardian to sign this form.
Your membership will be processed and posted out to you within 5 working days.

Applicant Details

Last Name	First Name	Middle Initial
Date of birth: ____/____/____	Gender: ☐ Female ☐ Male ☐ Other ☐ Prefer not to say ☐ Non – binary	
Please choose a password (a minimum of 4 characters and up to 25 characters):		
Email address:		
How would you like to get notices? ☐ Email ☐ SMS		
Phone number: Home:	Work:	
Mobile:		
Street address:		
Town/suburb:	Postcode	
Postal address:		
Town/suburb:	Postcode	

Parent or Guardian Details

Name:		
Parent or Guardians library card number (if applicable):		
Postal address:		
Town/suburb:	Postcode	
Phone number: Home:	Work:	Mobile:
Email address:	Fax:	
Do you give permission for internet use? ☐ Yes ☐ No		

Declaration

I have read and agree to the Library's ' <i>Terms of Borrowing and Membership</i> ' and will follow these guidelines.	
Signature:	
Name:	Date: ____/____/____

Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail feedback@egipps.vic.gov.au

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Terms of Borrowing and Membership

DEFINITIONS

Borrower

- The term borrower includes any **user** of any equipment provided by the library including, but not limited to, computers and photocopiers.
- Where the borrower is a minor, the term borrower simultaneously includes the borrower's parent or guardian.
- The act of borrowing includes the act of using library equipment.

Library

Library includes mobile library.

TERMS and CONDITIONS

Age

A library member under the age of 18 years (minor) requires the consent and agreement of a parent or guardian (to accept full responsibility for the minor's borrowings) before being entitled to borrow. Such consent and agreement is evidenced by the signature of a parent or guardian on the library card, notwithstanding the minor's signature also appearing on the library card.

Variation to the agreement

The terms of borrowing, including fees and charges, may vary from time to time.

The Fees and Charges Schedule is available in the Library Guide, on the Library web site and in Council's schedule of Fees and Charges.

Loan Period

The loan period for borrowing any item is 4 weeks, however this period may be shortened depending on demand for, and availability of, the borrowed item as well as the type of material. The Internet and Word Processing computers may be loaned for up to 1 hour at one time.

Membership period

- (a) Membership is valid for two years unless cancelled by either party.
- (b) Membership may be suspended, then banned if the terms of borrowing are not adhered to by the borrower.
- (c) Application for re-instatement of a banned membership may be made. If accepted, borrowing privileges will be re-instated after five working days.

Initial borrowing

The initial borrowing of any item must be made in person and will be affected only upon the **presentation of a valid library card**.

Renewals

- (a) Loans may be renewed twice only, whether in person, by telephone or over the internet, provided the item has not been reserved by another borrower.
- (b) Renewal will be affected only where the borrower number is provided.

Reading History

For your convenience, our automated library management system retains your reading history. This feature helps you keep track of material you have borrowed.

The list is confidential and is only accessible by you.

You can discontinue or opt out of this feature at any time.

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Inter-Library Loans

Where, at the borrower's request, a book is obtained from another library, a fee will apply. An additional fee may be imposed by the lending library. These fees are payable by the borrower.

Late returns

A fine is incurred by the borrower when the grace period has been exceeded. The fine is calculated in accordance with the library Fee Schedule.

Continuing duties and obligations

Notwithstanding the expiration or suspension of library membership, the duties and obligations arising under this agreement will continue until all the borrower's liabilities have been discharged.

AGREEMENT

Signing

- (a) The borrower has read and understood the terms and conditions of borrowing.
- (b) By signing and using the library card, the borrower **agrees** to be bound by the terms and conditions of borrowing stated herein.

Minor to include Parent or Guardian

Where the borrowing facility is offered, and the library card is **issued to a minor**, the minor's parent or guardian agrees to be bound by these terms.

Borrowing

The borrower **agrees** to accept full responsibility for the safe keeping and return of all items borrowed.

Change of circumstance

The borrower **agrees** to advise the library of any change of address or of altered circumstances that may affect the library's risk or liability for loss or damage. This responsibility extends to the minor.

Damage to borrowed items.

- (a) The borrower **agrees** to pay the **full replacement cost plus a service charge** for all items lost or damaged beyond repair whilst on loan to the borrower. A repair charge is payable for partially damaged items.
- (b) The borrower **agrees** to advise the library of any damage found or caused by the borrower upon the item's return.
- (c) The borrower **agrees** not to attempt to repair damaged items.

Compliance with the law

The borrower **agrees** to comply with all relevant legislation, including but not limited to, privacy, communications and copyright laws, and Council by-laws.

Agreement to be bound:

By signing my membership card, I am agreeing that I have read and understood the Library's Terms of Borrowing and Membership

DISCLAIMER

East Gippsland Shire Council ('Council') takes all reasonable measures to maintain the material/media on loan in good and workable condition. However, to the extent permitted by law, it is not responsible or liable for any loss or damage resulting from the use of the material/media.

Council has CCTV in operation throughout the library. However, you are responsible for your personal belongings and reminded not to leave them unaccompanied at any time. Council accepts no responsibility for loss, damage or theft of personal belongings.

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