

Library Membership for Organisations



- There are some rules which apply to library memberships. Please read through all the rules before finishing this application.

Organisation:	
Contact person:	
Postal address:	
	Postcode:
Street address:	
	Postcode:
Contact number:	
Email address:	
First card holder	Card number:
Optional card holder:	Card number:

I declare that: • All the information on this form is correct. • I agree that I have read this form and understand the "Terms of Borrowing and Membership" • I agree that the card holder/s will follow all rules	
Signature:	
Name:	Date: ____/____/____

Collection notice:

East Gippsland Shire Council collects information provided by you in this form to assess your application for a library membership for your organisation. East Gippsland Shire Council will only disclose your personal contact information to a third-party where required to do so by law. Information shared in this situation will be in accordance with the requirements of the Privacy and Data Protection Act 2014. If incorrect information or details are provided Council will be unable to assist you with this request. For more information on Council's Privacy Policy, please visit Council's *Privacy Statement* on our website or email feedback@egipps.vic.gov.au if you have any questions. SEP 26

Rules

Who can join?

Organisations can join the East Gippsland Shire Library at the discretion of the Library Operations Coordinator.

Organisational membership is available to schools, pre-schools, childcare centres, nursing homes etc.

Membership is bound by the conditions set out in this document and the library's Terms and Conditions of Membership.

Particular note should be made of the conditions regarding membership cards and the process for lost or damaged items.

How do we join?

A membership form must be completed.

The form must be accompanied by a letter on letterhead (or organisation stamp) containing the name, job title and signature of the organisation's coordinator or manager including the name/s of the nominated person/s authorised to borrow items for the organisation.

Organisations are responsible for payment of lost or damaged items.

Membership cards will be assigned in the name of the organisation with the nominated person/s listed as a guarantor.

A maximum of 2 people may be elected to borrow on behalf of the organisation.

At the beginning of each year we will send a letter asking if there needs to be changes made to the nominated card holders.

What can we borrow?

A maximum of 20 items may be borrowed.

The maximum loan period is 28 days.

Copyright rules on public screening of multi-media prevent the loan of these materials to Organisations.

Loans may be renewed in line with general membership rules.

Overdue fines accrue if items are returned after the due date.

Contact Council

-  **Phone:** 03 5153 9500
-  **Email:** feedback@egipps.vic.gov.au
-  **Website:** eastgippsland.vic.gov.au
-  **Mail:** PO Box 1618, Bairnsdale VIC 3875

Customer Service Centres:

- **Bairnsdale:** 273 Main Street
- **Lakes Entrance:** 18 Mechanics Street
- **Mallacoota:** 70 Maurice Avenue
- **Omeo:** 179 Day Avenue
- **Orbost:** 1 Ruskin Street
- **Paynesville:** 55 Esplanade

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