



## Carnarvon Library Services – Terms and Conditions of Membership

I understand that I am required to present my library card when borrowing items and understand that items may not be issued if my card is not presented at the time of loan.

### I take full responsibility to:

- Ensure all items will receive proper care while on loan to me or other family members I have joined under my name;
- Return all items on or before the due date to the Library from which they were loaned;
- Pay all charges imposed for item recovery, damage or loss of library items or membership cards.
- Report lost or stolen library card immediately to avoid being charged for any items that may be borrowed by an unauthorized person;
- Notify library staff change of contact details. *(The Library will not be responsible for client non-receipt of invoices or notices due to the client not notifying the Library of changes).*
- Comply with Terms and Conditions of Use associated with accessing e-resources and online databases with the Library card.
- I note that the library is part of the State wide library network and that personal details provided here, may be shared with other participating local government authorities with whom an ICT system is shared.

### Borrowers are able to:

- Borrow items for 3 weeks and request loan extensions if no other borrower has placed a reserve on an item.
- View Reference and Local History items that are not available for loan in the library.
- **Loan limits are:** 12 items per member per loan period (with a maximum of 4 DVDs).

### Public Computers and Wi-Fi Access

Using their Library card, members can directly access available public internet computers and request Wi-Fi access between opening time and 15 minutes prior to closing. Free access quota limits can be extended (Fees & Charges apply)

### When visiting the Library:

- Parents/guardians are required to be in attendance at the library and supervise children under the age of 12 at all times.
- Members must abide by the WA Classification (Publications, Films and Computer Games) Enforcement Act 1996 (copy available for viewing at front desk). Users who do not will be prohibited from further use of the service.
- Members must not modify any of the installed hardware or software on any library computer.

***Any person attending Carnarvon Library and Gallery must behave in a responsible and considerate manner in accordance with the Library Board (Registered Public Libraries) Regulations 1985. Any person behaving in an inappropriate or disorderly manner may be asked to leave the premises.***

### Read before signing:

I apply for membership of the Shire of Carnarvon Public Library and use of online services. I agree to abide by the terms and conditions on this application form, which I have read and understood. I accept that if I fail to comply, I will forfeit eligibility for use of Carnarvon Library and online services.

Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_