



# *Conditions of Membership*

## Burnside Library

### 1. Registration of Members

- 1.1. A person must be 18 years or over to register to use the electronic services and become a member of the library, and must present identification with current address and signature.
- 1.2. A person under 18 years must have a parent/guardian/grandparent/older sibling complete and sign the registration form on their behalf.
- 1.3. Registered members must notify the library if their membership card is lost, stolen or destroyed so that this card can be cancelled and a replacement card issued.
- 1.4. Registered members must notify the library of any change in the details supplied on their registration form.

### 2. Borrowing Items

- 2.1. A valid library membership card must be presented to library staff when borrowing items.
- 2.2. Members will be responsible for all items borrowed with their card and will return items clean and in good condition. If an item is lost (by theft or otherwise) or damaged, the member will be liable to compensate the library for the cost of a suitable replacement, for missing parts or packaging.
- 2.3. Members who obtain membership cards for children in their care agree to pay for any damages or losses incurred on items borrowed on their children's cards.
- 2.4. Members should inform library staff within 24 hours of borrowing if an item is found to be damaged or incomplete or costs may be applied.
- 2.5. All borrowed items must be returned to the library on or before the due date or any extension of that due date. Extensions will not be granted when an item has been reserved by another member.
- 2.6. If an item is not returned by the due date or the agreed extended due date, the member may be liable for a charge.

### 3. Use of Electronic Services

- 3.1. A person using the public access computers must abide by booking requirements relating to that computer, abide by conditions applicable to the internet service and not physically abuse the equipment.
- 3.2. By agreeing to give internet access to children, their parents/guardians/grandparent/sibling acknowledge that there is no security or filtering on the internet provided by the library and the library is not responsible for any transaction conducted by the member or their children.

### 4. Use of Library Premises

- 4.1. Children within the library must be supervised by their parent/guardian/grandparent/sibling at all times.
- 4.2. While in the library, a person shall not behave in a disorderly or offensive manner or so as to disturb the concentration or interfere with comfort or convenience of others.
- 4.3. No person may consume alcohol on the premises or smoke in the building.
- 4.4. No animals may be brought onto the premises unless they are service animals or participating in an authorised library function.
- 4.5. Any person failing to observe these provisions may be asked to leave the library. If requested, that person must leave the library immediately.

### 5. Cancellation of Membership

- 5.1. Registered members may cancel their membership at any time provided that all items have been returned and all outstanding accounts or fees have been paid.
- 5.2. The library has the right to cancel the membership of any registered member who fails to observe any provision of these conditions. If such action is taken, the library will notify the person of the cancellation and the reason for it.

### 6. Conditions of Membership to Toy Library

- 6.1. Members must return Toy Library items clean with all parts and packaging.
- 6.2. Members must inform staff of any damaged or missing items within 24 hours of borrowing, or costs may be applied.
- 6.3. Children in the Toy Library must be with their parents/guardian/grandparent/older sibling at all times.
- 6.4. When borrowing items from the Burnside Toy Library, the parent/guardian/grandparent/sibling agrees to indemnify and keep indemnified the Burnside Public Library and Burnside City Council from and against all action, claims, demands and other proceedings that may be made or recovered against the Toy Library and its members in respect of any damage in the property, personal injury or death, where the damage, injury or death is caused by any wilful, unlawful or negligent act or omission of parent/guardian/grandparent/sibling in relation to the borrowing of Toy Library items.