

# Book Club Borrowing Rules and Conditions

In borrowing library items from the City of Swan Libraries, signatories below on behalf of the Book Club as registered below agree to the following terms and conditions:

1. To show proof of ID to collect any book set.
2. To be financially responsible for any lost or damaged book set or part thereof, regardless of which Club member borrowed the set or had or has possession of the item(s).
3. To ensure that the book sets are returned on or before the due date.
4. That the late return of a set may result in a temporary or permanent ban on the Club's membership.
5. To contact the Library at the earliest opportunity should there be a problem with returning a book set or part thereof.
6. To ensure that any bookings are cancelled if the book set is no longer required by the Club.
7. If either of us ceases to be a member of the Book Club, we will notify the Library Service immediately so that a replacement signatory can be established. Responsibilities of signatories do not cease until such notification is made.
8. If the Book Club ceases to exist, we will ensure that the Library is notified immediately, so that the membership can be cancelled. Responsibilities of signatories do not cease until such a notification is made, and any outstanding loans are returned.
9. As signatories, we may by internal agreement recoup any costs incurred from other group members; however the City of Swan Library Service will deal only with signatories with respect to any costs incurred.
10. Replacement cost of complete book sets will be based on the collective cost of the individual items. Replacement of individual items will be based on their initial cost. These costs may be increased without notice.
11. The City of Swan Library Service reserve the right to charge for the replacement of a full book set if parts are lost or damaged such that the book set is no longer useful to the collection.

I agree to abide by the rules and conditions of the City of Swan Libraries, which I have read and understand. I acknowledge that all library items borrowed by me are borrowed on the terms and conditions listed above, and the Library Board of Western Australia Act, 1951 (as mentioned)

**Book Club Name:** \_\_\_\_\_

## 1st Signatory

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 2nd Signatory

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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[www.swan.wa.gov.au/libraries](http://www.swan.wa.gov.au/libraries)

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