

# Membership Guidelines - 2020

- By accepting a Library Card, Members are agreeing to abide to all terms and conditions associated with membership at the City of Swan Libraries.
- Library items must not be removed from the building unless they are registered as a loan.
- Members are responsible for any items borrowed on a lost/stolen card until the card's loss is reported to the Library. A charge is made for a replacement card.
- Members are responsible for ensuring that borrowed items are returned in good order and by the due date.
- Members may be required to pay the cost of repair or replacement of library items returned in a damaged condition.
- Members will be required to pay the cost of items lost or not returned. If an item is one volume/part within a set or series of volumes, the Member may be required to pay the total cost of the series or set.
- Parents/Guardians are responsible for any debts incurred on their child's card.
- Parents/Guardians will supervise their children in the library, including internet access.
- Borrowing rights are suspended while there is an outstanding account on a membership. Members who repeatedly receive overdue notices may have their borrowing rights suspended, even after the items have been returned.
- Minors who are not living in the family home may be joined by a Carer/Guardian.
- Minors aged 15-17 and living independently i.e. not in the family home, may join the library.
- Adults who are unable to read and/or understand the Membership Guidelines may be joined by a Carer.
- Institutions who wish to join must provide a letter, on the institution's letterhead, with details of the person who will be responsible for any lost/damaged items. The letter must be renewed yearly.
- Members may borrow 20 items for a 4 week period.
- After a 4 week period, items must be returned or renewed.
- Items may be renewed 2 times after which time they must be returned; items that are not reserved may be borrowed again.

