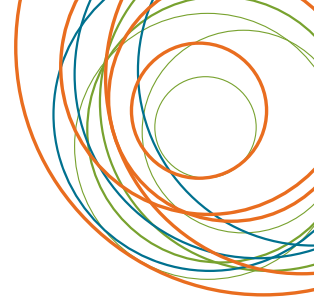


ORGANISATION MEMBERSHIP FORM

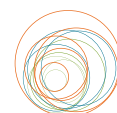


MEMBERSHIP INFORMATION AND CONDITIONS

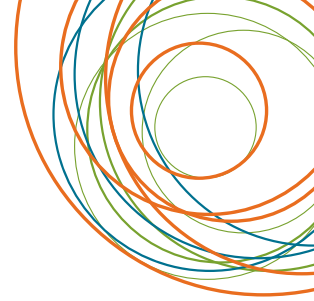
Organisation Membership is available to community groups, schools, kindergartens & child care centres operating in the City of Darebin who wish to borrow book and audio visual products from Darebin Libraries.

Conditions of Organisation Membership include:

- Applications must be approved by a Product Manager prior to lending commencing.
- Organisation Membership can be held by individual staff of an organisation (e.g. a classroom teacher or teacher librarian), or by the organisation as a whole (e.g. Sunnyside Daycare Centre).
- A Darebin Libraries membership card will be provided to the successful organisation which is to be used on behalf of the organisation only and not for personal use.
- When a cardholder leaves an organisation, Darebin Libraries should be contacted immediately to re-register with new details or cancel the card.
- The organisation is responsible for any charges for lost or damaged materials.
- The Darebin Libraries membership card must be presented to be able to borrow book and audio visual products.
- Loan period for Organisation Membership is 3 weeks (except where special loan periods apply).
- Up to 50 products may be borrowed.
- Borrowed products must be returned or renewed on or before the due date. Regular failure to meet this condition will result in cancellation of the Organisation Membership for a period deemed suitable by the Product Manager.
- Products can be renewed by telephoning Darebin Libraries on 1300 655 355, online at www.darebinlibraries.vic.gov.au or during opening hours. Products can be renewed twice before they must be returned to the Library. Products may be borrowed and returned to any of the four Darebin Libraries branches.
- For Junior Non Fiction books, we recommend that only 4 books per subject should be borrowed, unless prior arrangements are made with the Product Team (Children & Teenage).
- The respective organisation is responsible for the selection, collection and return of products borrowed.
- Organisation Members will be required to re-register annually.



ORGANISATION MEMBERSHIP FORM



AGREEMENT OF APPLICATION

I agree to abide by the Darebin Libraries regulations, including:

1. Return or renew loans on or before due date
2. Pay for lost or damaged items
3. Pay for lost or damaged membership cards
4. Notify the Library of change of details or loss of card.

AGREEMENT OF APPLICATION

By Agreeing to receive email notices I will abide by the following regulations:

1. Agree to take full responsibility to check my email account for library notices;
2. Darebin Libraries accepts no responsibility for any fines incurred due to unread emails and/or incidental perusal of overdue notices by a third party;
3. All notices will be sent to the email address supplied on this form;
4. Notify the library immediately of change of email address;
5. Please be aware that if you have anti spam software on your email account, notices may be diverted into a junk folder.

PRIVACY STATEMENT

Darebin Libraries collects your personal information for the purpose of registering and administering your membership. In order to administer your membership we are required to use your personal information to communicate with you on your borrowing habits, overdue products, product and reservation requests and mail-outs to advise you of specific interests/subjects. We may also use your personal information in order to conduct surveys with you on current and future facilities available at Darebin Libraries in order to provide better services.

Your personal information will not be disclosed except as required by law, in particular the information will not be disclosed to others for marketing purposes. Access and correction of personal information can be requested via a Customer Service Officer. A copy of the City of Darebin Privacy Policy is available upon request and any further queries regarding privacy can be directed to Council's Privacy Officer on 9230 4444.

