

## City of Swan Libraries Membership Terms and Conditions

### Eligibility

1. A parent or guardian may apply for a minor under the age of 18 years to become a member of the library.
2. A carer or guardian may, on behalf of a minor who is not living in the family home, apply for that minor to become a member of the library.
3. Minors aged 15-17 years old and living independently i.e. not in the family home, may apply to become a member of the library
4. A carer may, on behalf of an adult who is unable to read and/or understand these membership terms and conditions, apply for that adult to become a members of the library may be joined by a Carer
5. Organisations who wish to apply for membership must provide a letter, on the organisation's letterhead, with contact details of the person who will be responsible for any lost or damaged items. The letter must be updated annually and provided to the City of Swan.
6. If the City of Swan accepts an application for Membership, the member will be issued a library card. Members agree to abide to these terms and conditions governing membership at the City of Swan Libraries.

### Conditions of Entry

7. Members must comply with the *Library Board of Western Australia Act 1951*.
8. Members must comply with the City of Swan Libraries Conditions of Entry available at <https://www.swan.wa.gov.au/explore-and-do/libraries/services#FeesPaymentsAndGuidelines>

### Other Conditions of Use and Guidelines

9. Members must comply with:
  - (a) Conditions of Use of Public Computer Facilities
  - (b) Guideline for Display of Community Notices
  - (c) Guideline for Animals in City of Swan Libraries
  - (d) Lost Property Guideline
  - (e) Guideline for use of photo or video equipment in City of Swan Libraries; and
  - (f) Guideline for Supervision of Children in the Library

The conditions and guidelines referred to in this clause are available at <https://www.swan.wa.gov.au/explore-and-do/libraries/services#FeesPaymentsAndGuidelines>

### Notification of change of contact details

10. Members must immediately notify the City of Swan if there are changes in the members' contact details, which includes residential address, phone number and email address.

### Membership entitlements

11. Members may borrow, reserve, renew, use the public computers, use eResources and access their online account.

12. All members may access their account online using their library card number and password.
13. Library items must not be removed from the building unless they are registered as a loan.
14. Members may borrow 30 items for a three-week period.
15. Members must return an item on or before the due date or arrange a renewal if the item has not been requested by another member.
16. Items may be renewed in the following ways:
  - (a) in-person;
  - (b) online via the member's account;
  - (c) telephone;
  - (d) email
17. Items may be renewed 2 times after which time they must be returned. Items that are not reserved may be borrowed again.
18. Items may be returned at any City of Swan library.

## **Lost or stolen membership cards**

19. Members are required to report lost or stolen membership cards to the City of Swan library immediately.
20. Members are responsible for any items borrowed on a lost or stolen card until the card's loss is reported to the library.
21. Members will be charged a fee for a replacement card.

## **Liability for lost, stolen or damaged items**

22. Members are responsible for ensuring that borrowed items are returned in good condition and by the due date.
23. Members will be required to pay the full cost of replacement of library items returned in a damaged condition.
24. 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.
25. Parents/Guardians must supervise their children in the library, including internet access.

## **Suspension of membership**

26. Borrowing rights are suspended while there is an outstanding account on a membership.
27. Members who repeatedly receive overdue notices may have their borrowing rights suspended, even after the items have been returned.
28. Parents or guardians are responsible for the payment of any debts incurred on their child's card.

# City of Swan Libraries Membership Terms and Conditions



## Document control

### Document approvals:

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1.	27/4/2016
2.	5/7/2021
3.	6/12/2024
4.	28/11/2024

### Document responsibilities

**Custodian:** **Custodian Unit:** Library Services

### Document management:

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**Strategic Community Plan:**