

**KWINANA PUBLIC LIBRARY  
MEMBERSHIP – CONDITIONS OF USE**

The following ***Conditions of Use*** apply to members of Kwinana Public Library:

Any person aged 18 years and over is entitled to apply for membership upon showing satisfactory proof of identity and current address.

A parent or legal guardian must be present to sign on behalf of and accept responsibility for the membership of anyone under 18 years of age.

Members must notify the Library in the event of any changes of contact details. A current Library card must be presented when borrowing items.

Members must notify the Library if their Library card is lost or stolen. Liability for any items lent or charges incurred prior to such notification is the responsibility of the Library member or parent/guardian. Lost and damaged Library cards attract a replacement fee unless a police report number is provided.

Members must take responsibility for all items borrowed from the Library on their Library card. Parents/guardians are responsible for all items borrowed by children/young adults whose membership they have signed for.

Members must return or renew all items borrowed from the Library on or before the due date. Items may be renewed twice if they have not been requested by another member. Items may be renewed in person, telephone or by email. Fines and/or administration costs will be imposed on overdue items as determined by the Library.

Failure to return items may result in a member and their family's borrowing privileges being suspended until the items are returned or paid for and any outstanding fines settled.

No items may be borrowed on a Library card that has overdue loans or financial records exceeding \$10.00.

The Library does not accept any responsibility for damage caused to any equipment or computers by library items including DVDs, CD-ROMs, or CDs.

Members will be charged for repairs to, or replacement of, items which are lost or damaged while on loan to them.

Members must not make any changes or repairs to Library items.

Members must take responsibility for examining all items prior to borrowing and bring any damage to the attention of staff to ensure that it is noted.

Changes to these ***Conditions of Use*** may occur from time to time. Members will be informed of such changes by display of a notice at the Library.

***Thank you for your co-operation***