

# CONDITIONS OF MEMBERSHIP

- Applicants must present proof of identify and current address at time of joining.
- Applicants under the age of 18 must have their application signed by a parent or guardian who will act as guarantor.
- The guarantor will be responsible for any library material that is lost, damaged or stolen whilst on loan to the person aged under 18.
- Guarantors must agree to be responsible for the Members' choice of library material borrowed, consulted in the library, or accessed via the Internet from library equipment or personal laptops, iPhones etc. that access ERLC Networks.
- There is no membership joining fee.
- Members may borrow library materials immediately from and return them to any of ERLC's branches or mobile libraries.
- Members will be issued with a library card which must be presented at all times when using any library service.
- All library material is deemed to be a community resource and is the responsibility of the Member whilst on loan to him or her.
- If library material is lost, damaged or stolen whilst in the Member's care, the Member will be charged the full cost of the item/s and a processing fee.
- Most library materials are issued for a three week loan period.
- A member may apply for a renewal of the due date of borrowed library materials\*. Such renewals will be granted twice only.  
*\*The Hotpick collection cannot be renewed or reserved.*
- Renewals will not be granted if another member has reserved the library material.
- Overdue fees will apply for library materials being renewed already past their due date.

- It is ERLC policy to impose an overdue fee on library materials that are not returned by the due date.
- Fees are charged per item, each day they are overdue until they reach a maximum charge.
- Members are registered to receive the Eastern Regional Libraries eNewsletter at time of joining, however they may opt out of this service at any time.

## CHARGES FOR OVERDUE ITEMS:

- 30c per item per day (maximum of \$10 per item for adults and \$5 for children).
- Charges will apply to items returned or renewed after the due date. The charge is calculated from the first day after the due date, including Sundays.
- Borrowing may be suspended until all outstanding charges are paid. There is no concession benefit.
- Members are automatically billed for the cost of the item, 28 days after the due date.
- If overdue fees are not paid when library material is returned, the amount owed is calculated automatically and recorded against the Member's name on the Eastern Regional Libraries Corporation database. Member's privileges are temporarily suspended until any outstanding charges are paid.
- Whilst all care is taken in maintaining the quality of items which can be borrowed for use in your own equipment, all audio visual items are borrowed at your own risk.

## YOU CAN AVOID OVERDUE CHARGES BY:

- Returning items by the due date
- Returning materials in the after hours book return chutes at all Eastern Regional Libraries branches.
- Renewing items by the due date either in person, by phone, at any branch of Eastern Regional Libraries, or online at: **www.yourlibrary.com.au** [PIN required - ask at any branch library]
- Signing up for our free email reminder service online: **www.yourlibrary.com.au**.