



Darebin Libraries

Office Use Only

Card Number:

Grid of 10 boxes for card number

ORGANISATIONAL MEMBERSHIP FORM

1. ORGANISATION DETAILS

Type of Organisation:

Name of Organisation:

Organisation Address:

Suburb:

Postcode:

Organisation Phone:

Organisation Email:

2. ORGANISATION AGREEMENT

Name of Organisation's Director:

I acknowledge and agree that I read, understand and will comply with the Membership Conditions as set by Darebin Libraries, listed overleaf.

Director's Signature:

Date: / /

3. CARDHOLDER DETAILS

Title: Mr Mrs Miss Ms Dr Other, please specify

Surname:

First Names:

Date of Birth: / /

Email:

Address:

Suburb:

State:

Postcode:

Phone:

Mobile:

Languages read:

Preferred branch: Fairfield Northcote Preston Reservoir

I wish to receive notices via (select one option only): Email SMS Mail

If you wish to receive promotional information or surveys from Darebin Libraries, please tick this box.

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MEMBERSHIP CONDITIONS

GENERAL CONDITIONS OF MEMBERSHIP

I agree to abide by all Darebin Libraries' rules, regulations and expected behaviours including:

- Abiding by our rules of entry;
- Following our lending policies and procedures;
- Return, or renew, loans by the due date;
- Pay fines for items overdue or returned overdue;
- Pay for lost or damaged items and membership cards;
- Notify the library immediately of change of address or loss of card;
- Membership is suspended if you have overdue items and outstanding charges.
- Borrowing and/or use of the items from Darebin Libraries requires that I produce my membership card.

CONDITIONS OF ORGANISATION MEMBERSHIP

- Applications must be approved a member of the Children and Youth Services team prior to membership and lending commencing.
- Organisation Memberships are required to re-register annually.
- 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 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 cancel the card.
- The Organisation holding the membership 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 at all library branches
- Loan period for Organisation Membership is 3 weeks. 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 Organisational Membership for a period deemed suitable by the Manager Children and Youth Services.
- Products can be renewed during opening hours by telephoning Darebin Libraries on 1300 655 355, visiting a branch of Darebin Libraries or online at darebinlibraries.vic.gov.au. Products can be renewed twice and may be returned to any Darebin Libraries branch.
- The Organisation member is responsible for the selection, collection and return of products borrowed.

AGREEMENT TO ACCEPT EMAIL/SMS NOTICES

By agreeing to receive email/sms notices I will abide by the following regulations:

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

AGREEMENT TO USE INTERNET/WIRELESS SERVICES

- All customers must be a member of Darebin Libraries and produce their membership card or ID;
- Darebin Libraries is not responsible for information accessed, viewed or downloaded by customers that is considered sexually explicit or pornographic, obscene threatening or defamatory;
- Customers are prohibited from violation of copyright laws, damaging or altering library computer hardware or software;
- Customers must abide by the library policies and guidelines and follow requests and instruction from staff.

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 regarding your borrowing habits, overdue products, product and reservation requests and mail-outs advising your 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 can be directed to Council's Privacy Officer on 8470 8888.