



**Darebin
Libraries**

Office Use Only

Card Number:

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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 COLLECTION STATEMENT

Darebin City Council ("Council") collects, holds and manages personal information under the Privacy and Data Protection Act 2014 (Vic) ("PDP Act").

Darebin Libraries collects your personal information for the purpose of registering and administering your membership and so we can provide you with the resources and services included in a full membership with Darebin Libraries, including access to our physical and digital collections via the use of third-party apps, as well as use of publicly available resources such as PCs, laptops, WIFI and other resources based at Darebin Libraries branches.

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 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.

The default for any correspondence sent to you will be email. To change this after joining, please contact Darebin Libraries. To activate your borrowing privileges, we will sight your ID document/s. We collect your date of birth to confirm you are not under 18 years of age, for which there is a further requirement of guarantor details.

We may share this information with:

- Third-party providers of Darebin Libraries collections such as Kanopy and Borrowbox, in order to allow you access to the collections available on those platforms.
- Council may provide personal information to its agents, such as its accountants or lawyers.
- At times, Council may be legally required to disclose personal information, for instance to the police, courts or other authorised organisations.

If you choose not to provide your name, address, phone number and email, we will not be able to provide you with a library membership and you will have limited access to the services provided by Darebin Libraries.

You can access the Council's privacy policy by emailing privacy.officer@darebin.vic.gov.au or from our customer centre.

For further information on privacy matters, please call Council's Privacy Officer on 8470 8888 or email to privacy.officer@darebin.vic.gov.au. If you would like to gain access to your personal information, you can contact Council's Freedom of Information Officer on 8470 8888 or email foi@darebin.vic.gov.au.