



## Appendix C

# ALBANY PUBLIC LIBRARY HOME LIBRARY SERVICE BORROWING RULES AND CONDITIONS

Members are responsible for any damage or the loss of items on loan to them. Please take good care of all items and ensure that they are returned on time.

### **Please Do**

- Keep all items clean and dry.
- Protect items from the weather, food, drinks, moisture, excessive heat, sand or other soiling.
- Use a book mark instead of turning down corners of pages.
- Promptly report any damage or loss of items to Library staff.
- Promptly pay any fees and charges for overdue, lost or damaged items.

### **Please Do Not**

- Undertake any repairs at home;
- Make any marks or notes on items;
- Lend library items to other people. (Ask for the item to be reserved for them instead)

### **Charges**

Members will be charged for items damaged, devalued, lost or not returned by them. Members may also be charged for any other costs the Library may incur in obtaining return of items or payment for damaged or lost items.

Assessment of charges for lost, damaged or overdue items will be undertaken by the Albany Public Library in conjunction with its partners and owners of library stock (the State Library of WA and the University of Western Australia).

### **Membership Entitlements**

Members may be unable to borrow any more items if overdue items are not returned or fees and charges are unpaid.

I agree to abide by the rules and conditions of the Albany Public Library which I have read and understand and acknowledge that all Library items borrowed by me are borrowed on the terms and conditions contained in this information bulletin and the Library Board of Western Australia Act, 1961 (as amended – copies available upon request).

