

*Our mission is to deliver a world class library service which retains its community values.*



## Kaikōura District Library Conditions of Membership

You are responsible for items borrowed on your card. This includes any items borrowed by other people using your card.

### 1.0 Borrowing items

Most items can be borrowed for **21 days** unless stated otherwise. If no one else has reserved the item you can renew it for **2 additional periods of 21 days** each totalling a **maximum of 63 days** of borrowing per item.

You will be unable to borrow items if you:

- Do not have your library card
- Have unpaid fines or debts totalling \$3 or more
- Have not paid fines or debts that have been outstanding for more than 30 days.

### 2.0 Fees and charges

#### 2.1 Overdue charges

Children's/Young adults	10c per day per item
Adults	20c per day per item
DVDs	\$1.00 per day per item

Full replacement cost will be charged for any item lost or damaged, in addition to an administrative charge.

#### 2.2 General charges

Replacement library cards	\$5
Reserves	\$1
Inter-Library loan (postage)	\$5

#### 2.3 Digital charges

Photocopying	A4 Black & White	.20c
	A4 Colour	\$2.00
	A3 B&W	.40c
	A3 Colour	\$4.00
Scanning	Per page	20c
Public Computers	15min (minimum)	\$2.00
	30min	\$3.00
	60min	\$6.00
Library members	First 30min	FREE
Laminating	A4	\$1.50
	A3	\$3.00
Rental Fiction	3 weeks	\$1.00
New Fiction	3 weeks	\$2.00
Toys	New (1 week)	\$2.00
	Older (3 weeks)	\$1.50-\$2.00

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### 3.0 Lost or stolen cards

You must notify Kaikōura District Library immediately if your library card is lost or stolen. You are responsible for items borrowed with the card up until the time you notify the library it is missing. Lost cards can be replaced for a small charge.

### 4.0 Applying for membership

To apply for membership you must have been living in Kaikōura for 6 months or longer. You need to supply the following:

- Proof of identity (passport or two other forms of identification with one being photo ID)
- Proof of address (power or telephone account, bank statement or rates demand no more than 30 days old, tenancy or rental agreement)

A small fee may occur if you have not lived in Kaikōura for 6 months or more.

#### 4.1 Visitor membership

Visitors are defined as people residing in Kaikōura District for no longer than 12 months. Visitors to Kaikōura are able to become members of the library with payment of \$40 (annual subscription fee). Subscription borrowers of this nature are then able to borrow under normal regulations.

Visitors must complete an application for membership form and submit it as per usual. Visitor members are limited to borrowing 5 items at one time.

#### 4.2 Members under the age of 18 years

If you are under 18 years of age at the time of joining, a parent or legal guardian must also approve your application for membership. Any communication regarding your membership will be with your parent or legal guardian who, by signing your application, agrees to be responsible for the use of your card, including any outstanding fines or debts incurred by you.

### 5.0 Privacy Statement

By completing an application for membership you are providing personal information about yourself to Kaikōura District Library. You also agree that Kaikōura District Library may use the information for the purpose of:

- Managing your membership
- Maintaining your records
- Advising you of overdue items
- Recovering outstanding fines and debts
- Advising you of library services and events
- Contacting your nominated contact person
- Discussing with your parent or legal guardian any matters arising from your membership of Kaikōura District Library (if you are under 18 years).

#### 5.1 Information use

The information you have provided may be given to appropriate Council staff and/or credit agency in the event of Kaikōura District Library deciding to take action against you for the recovery of outstanding fines and debts.

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### 5.2 Contacting you

You agree that you may be contacted by post and telephone and that Kaikōura District Library will not be responsible for third parties accessing any mail or telephone messages sent to you.

### 5.3 Access to your information

Personal information about you will be held by Kaikōura District Library. You may have access to that information and request to change it.

### 5.4 Legal requirements

You are not required by law to provide personal information. However, if you do not supply the information requested on the application for membership, then Kaikōura District Library may be unable to process your application.

## 6.0 Member's agreement

I, the applicant (*full name*)

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Agree that:

- The information provided in the application for membership is correct
- I have read, understood and accepted the Conditions of Membership
- I have read and understood the Privacy Statement
- I have authorised Kaikōura District Library to use the personal information contained in the application for membership for the purposes set out in the Privacy Statement
- The contact person named in the application for membership has authorised me to give their details to Kaikōura District Library, and has authorised Kaikōura District Library to use these details as set out in the Privacy Statement
- The parent of legal guardian who has signed the application for membership has authorised me to give their details to Kaikōura District Library, and has authorised Kaikōura District Library to use these details for the purposes set out in the Privacy Statement.

SIGNATURE: \_\_\_\_\_

PARENT/LEGAL GUARDIAN SIGNATURE (IF UNDER18): \_\_\_\_\_