



## APPLICATION FOR MEMBERSHIP

### **Borrower Details**

First Name: \_\_\_\_\_

Family Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Borrower: ADULT      CHILD      D.O.B.

### **Statement of Responsibility:**

I verify that the information stated above is correct and agree to the following conditions on the reverse of this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CONDITIONS OF MEMBERSHIP

- (1) You are responsible for items borrowed on your card. This includes any items borrowed by other people using the card.
- (2) Most items can be borrowed for 21 days unless stated. If no one else has reserved the item you can have it renewed for 2 additional periods of 21 days each.
- (3) You will be unable to borrow items if you:
  - Do not have your library card - no card, no books
  - Have unpaid fines or debts totalling \$20 or more
  - Have not paid fines or debts that have been outstanding for more than 9 weeks.
- (4) If your library card is lost or stolen, please notify the Kaikōura District Library immediately. Lost cards can be replaced for a small charge. You are responsible for items borrowed with the card up to the time of notification.
- (5) To apply for membership, please supply the following items:
  - Proof of identify (passport or driver's license preferably being a photo ID).
  - Proof of address (power or telephone account, bank statement or rates demand no more than 30 days old).
- (6) If you are under 16 years of age at the time of joining, a parent or legal guardian needs to also sign 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.
- (7) The Kaikōura District Library is not responsible for the choice of items borrowed on your card.

## PRIVACY STATEMENT

- (1) By completing an application for membership, you are providing personal information about yourself to the Kaikōura District Library. You also agree that the Kaikōura District Library may use the information for the purpose of:
  - Managing your membership, including maintaining your records, advising you of overdue items, recovering outstanding fines and debts and advising you of library services and events and contacting your nominated contact person;
  - If you are under 16 years of age, discussing with your parent or legal guardian any matters arising from your membership with the Kaikōura District Library.
- (2) The information may be given to appropriate Council staff and/or a credit agency in the event of the Kaikōura District Library deciding to take action against you for the recovery of outstanding fines and debts.
- (3) You agree that you may be contacted by post and telephone and that the Kaikōura District Library will not be responsible for third parties accessing any mail or telephone messages sent to you.
- (4) Personal information about you will be held by the Kaikōura District Library. You may have access to that information and request changes to it.
- (5) You are not required by law to provide personal information. However, if you do not supply the information requested on the application for membership, the Kaikōura District Library may be unable to process your application.

## MEMBERS UNDERTAKING

I, the applicant

\_\_\_\_\_

(Full name required)

Undertake 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 the Kaikōura District Library to use the personal information contained in the Application for Membership for the purposes set out in the Privacy Statement
- The parent or legal guardian who has signed the Application of Membership has authorised me to give their details to the Kaikōura District Library to use these details for the purposes set out in the Privacy Statement.

Signature: \_\_\_\_\_

(Signature of parent or legal guardian required if application is under 16)