

CONNECTED LIBRARIES

Application for Organisational Membership

I, as officer in charge of this organisation, apply for *Organisational Membership of the Library*, and agree to the conditions of use of Connected Libraries. I accept responsibility for any library materials borrowed on the CL membership card and any charges incurred in using the library.

Organisation name: _____

Organisation postal address: _____

Organisational Street address if different to postal address: _____

Contact phone number: _____

Email address or mobile phone (notifications will be sent to this): _____

Name of officer in charge of the organisation: (please print)

Signature: _____

Name of authorised user: (please print)

Signature: _____

Organisation's Stamp for joining member

Staff Notes for entering new organisational user

1. Use Register User – under Basic Info. last name field- key is as: - Name of organisation in normal order ie Andrews Community Kindergarten
2. Profile should be – CC-Organis
3. Expiry date will be 31/03/ (next year)
4. Gender will be – Organisation
5. Under Address tab – beside C/O field- key in: Attention_____ (name of name of authorized user) ie Attention Maxwell Smart
6. Line 1. Key in Postal address of Organisation
Add postcode, phone, email (record street address if different to postal address under address2)

Organisational Membership Borrowing Allowances

Your Organisational membership allows you borrowing rights as outlined below.

Loan Limits:

up to 30 items

Loan periods:

4-week loan for Books, Audio books and Kits

2-week loan for Magazines

The organisation is responsible for any items that are not returned to the library or are lost / damaged.

Due to copyright restrictions, organisational members cannot borrow DVDs.

Expiration of Membership: Membership has to be renewed annually.

CONDITIONS OF USE

Membership is FREE but proof of identity is required. When you join Connected Libraries, you agree to:

- You are responsible for all items borrowed on your card or any card held by your children or dependents under the age of 18
- Please tell us if you change your contact details
- If you lose your library card, please tell us so we can deactivate it
- Return or renew items by their due date. Lost or damaged items must be paid for.

CODE OF CONDUCT

Connected Libraries is committed to providing inspiring spaces where everyone is free to discover possibilities.

We want everyone using our libraries to feel welcome and safe.

Our libraries are shared spaces where everyone can come together to read, create and learn

We love our libraries buzzing, happy noise is welcomed, yelling is not

We encourage the expression of culture and the enjoyment of cultural rights of First Nations Peoples and all other cultures

Respect our staff, and other library members – abuse or harassment will not be tolerated

As a child's guardian you are responsible for the people in your care at all times. Connected Libraries abides by and implements the Victorian Child Safe Standards

Do not engage in sexual activity, inappropriate contact, exposure or any act of lewdness of which is inappropriate in a public space

You are responsible for your own belongings