



## MEMBERSHIP & LOANS POLICY

### 1. BORROWER REGISTRATION

A valid membership account is required for borrowing of library materials. The library membership form must be filled in online at [bit.ly/greatstupalibrary\\_registration](https://bit.ly/greatstupalibrary_registration), and submitted, with the box 'I have read and accepted the Membership & Loans Policy' ticked. Submitting the library membership form will constitute the patron's acceptance of the library regulations outlined in this Policy.

To activate borrowing rights new patrons must present to library staff their identification – a driver's license or student ID is preferred, however other forms of an official ID may be acceptable.

A library card is no longer issued. To borrow library items patrons must provide their phone number to library staff, and confirm their full name.

### 2. LOAN PERIODS

The following regulations apply to loan and renewal periods for library items:

- books – up to of five (5) items can be borrowed for four (4) weeks; they can be renewed three (3) times for a period of four (4) weeks each time, unless items are reserved by another patron;
- compact discs – up to of (3) items can be borrowed for one (1) week; they can be renewed three (3) times for a period of one (1) week each time, unless items are reserved by another patron;
- DVDs – up to of (3) items can be borrowed for one (1) week; they can be renewed three (3) times for a period of one (1) week each time, unless items are reserved by another patron.

Reference items and special collection items are not available for loan.

### 3. FINES AND CHARGES

Using the library facilities and borrowing from the collection is free. This includes ability to reserve items through the library catalogue [greatstupa.intersearch.com.au](https://greatstupa.intersearch.com.au).

There are no fines for overdue materials. However, patrons who have overdue items shall be denied borrowing rights until those items are returned or paid for if lost or damaged.

Any items 30 or more days overdue will be considered lost, and a bill will be sent with the cost of their replacement plus an administration fee for processing and cataloguing.

## **4. DAMAGED MATERIALS**

If items on loan are damaged and considered by the library as unsuitable for returning to the collection, the borrower must pay for their replacement, including an administration fee for processing and cataloguing. A bill with these charges will be sent to the borrower, who shall be denied borrowing rights until those items are paid for.