



Casey-Cardinia Library Corporation
Application for Organisation Membership

I, as officer in charge of this organisation, apply for Organisational Membership of the Library, and agree to the conditions of use of the Casey-Cardinia Library Corporation. I accept responsibility for any library materials borrowed on the CCLC 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: _____

Name of officer in charge of the organization: (please print

Signature: _____

Name of Authorised user: (please print)

Signature: _____

Organisations Stamp for joining member.

OFFICE USE ONLY

User ID: A _____

New

Re-enrolment (use Modify user)

Expiry date: 01/03/_____(next year)

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 1/3/ /(the next year)
4. Gender will be – Organisatn
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 etc (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, Kits and CDRom.

2 week loan for Magazines and music CDs (Max 15 per user)

Overdue fines apply for items that are returned late. The organization is responsible for any items that are not returned to the library or are lost / damaged.

Due to copyright restrictions, organizational members cannot borrow Videos or DVDs.

Expiration of Membership: Membership is annual.

CONDITIONS OF USE

By signing the Casey-Cardinia Library Corporation membership form you agree to:

- Accept responsibility for all items borrowed on your card or guaranteed cards.
 - Present your membership card to borrow or use any restricted services including electronic resources.
 - Pay all applicable fees and charges, including replacement costs for lost, stolen or damaged items and report any damaged items, and to pay the current charge per page for any printouts.
 - Notify and provide proof of a change of address.
 - Report a lost membership card immediately. You will be held responsible for any items borrowed on your card until the loss is reported. A charge applies for a replacement card.
 - Return or renew items by the due date or pay applicable overdue charges.
 - Abide by the licensing/Copyright Agreement enclosed in electronic resources whether borrowing or using them in the library. Specific licences require users to delete all files loaded onto your computer.
 - Respect the rights of other library users.
 - Respect the right of library staff to issue instructions or apply conditions to the use of library resources.
 - Casey-Cardinia Library Corporation is not responsible for any loss or damage resulting from the use of library materials, use of a workstation or transmission of computer viruses that may occur through use of any electronic resources. In no event shall Casey-Cardinia Library Corporation be liable for any damages arising out of, or related in anyway to, the use or inability to use software.
- In addition to the conditions of use of the Library service, these conditions apply to the use of Internet and computer workstations.**
- Access to the Internet and electronic resources is free. Users wishing to print must pay the current charge per page.
 - You must hand your current library card to a staff member each time you use a workstation.
 - Material displayed on the screen must be appropriate to a public access site and users are not to adjust, change or tamper with settings on the workstations or printers.
 - No more than two people at a time are to use a workstation and primary school age children must be accompanied by an adult (unless prior signed permission has been given)
 - Parents/guardians are responsible for the use of workstations by people under the age of 18.
 - Users wishing to save data may use their own disk or may purchase a disk from the library at a minimal cost. No liability is accepted for any loss or damage caused by the use of the workstation or by the transmission of computer viruses.
 - A breach of any of these conditions of use will result in the withdrawal of membership privilege