



**Casey  
Cardinia  
Libraries**

## Application for Organisational Membership

Organisation's Stamp for joining member

*NOTE: if no stamp, manager can send letter of authorization on letterhead, or email from organisational account to library*

I, as officer in charge of this organisation, apply for *Organisational Membership of the Library*, and agree to the conditions of use of Casey Cardinia Libraries. I accept responsibility for any library materials borrowed on the CCL 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: \_\_\_\_\_

### 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 i.e. Andrews Community Kindergarten
2. Profile should be – CC-Organis
3. Expiry date will be 31/03/\_\_(current year)
4. Gender will be – Organisatn
5. Under Address tab – beside C/O field- key in: Attention\_\_\_\_\_(name of name of authorized user) i.e. 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 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 or CDs.

**Expiration of Membership:** Membership is annual.

### CONDITIONS OF USE

Membership is FREE but proof of identity and current address is required. When you join you agree to:

- Be responsible for all items borrowed on your card
- Please tell us if you change your address details
- If you lose your library card, please tell us straight away so we can 'stop' the card and make sure no one else can use it. There is a small charge to get a new card.
- Return or renew items by their due date. Lost or damaged items must be paid for.

### CODE OF CONDUCT

Casey Cardinia Libraries is committed to provide inspiring spaces where everyone is free to discover possibilities.

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

The Golden Rule – Respect the rights of all library users to have an enjoyable and pleasant experience.

Public libraries have changed a lot in recent years, so we want you to know that when accessing library services and equipment:

1. Our libraries are shared spaces where everyone can come together to read, create and learn.
2. We love sharing our stuff, but you need to be a member to borrow items or use equipment – so join the library – it is free!
3. We love good humour and it is ok to have fun in our libraries. Happy noise is OK, but yelling is not.
4. You are welcome to bring food and non – alcoholic drinks into our library as long as you are considerate of other library users, equipment and materials.
5. As a parent or caregiver you are responsible for the people in your care at all times.
6. You are responsible for your own belongings.
7. We will get serious if your behaviour is out of line – respect our advice or you may be asked to leave.
8. We will always welcome your thoughts and ideas on how we can improve our services.