

# **Gannawarra Library Service Conditions of Membership**

## **Membership**

Membership to the Gannawarra Library Service is free.

The Gannawarra Library Service is part of the Libraries Victoria (LV) consortium.

As a member of Gannawarra Library Service, you can use your library card to borrow at any Libraries Victoria sharing library service. By using your membership at other sharing library services, you consent to those services accessing your details for administrative purposes. Additionally, any activity conducted will be subject to the conditions of use of the respective library service.

Joining the Gannawarra Library Service requires proof of identity that includes a current residential address and/ or photo ID.

If you are under 18 you must have a parent or guardian sign the Membership Application. The guardian will be responsible for any material that is lost or damaged while on loan to the person under 18. The guardian is also responsible for the person's choice of library material borrowed or viewed, either in print or online.

## **Borrowing**

Gannawarra Library Service membership allows you to borrow up to 30 physical items, with a maximum of 10 DVDs and/ or Magazines at any time. The loan period for Books (including Audio books) is four weeks. The loan period for DVDs and Magazines is two weeks.

e-Resources are also available for Gannawarra Library Service members. Loan time may vary depending on format.

To borrow, a member must present their library card. Gannawarra Library Service cards can also be used to borrow physical items at participating LV libraries across Victoria. Members may have their borrowing rights suspended due to damage, non-return of materials or unpaid fees and charges.

## **Renewals**

Members will receive overdue notices via their chosen method.

Items may be renewed twice for a further four or two weeks, dependent on format. Items that have been reserved by another person cannot be renewed. Items can be renewed online, by phone or in person.

## Returns

Items can be returned in branch or through our external return chutes.

## Reservations

Items on loan or located at other branches can be requested by members. You can do so in person, online or by phone. A maximum of 20 items may be reserved at any time. You will be notified via your chosen method when the item is available for collection. The item will be held for 2 weeks.

## Fees and Charges

Replacement costs will be charged for lost, damaged or non-returned items. Charges apply for printing, photocopying, and laminating.

