



**APPLICATION TO JOIN THE ROTORUA PUBLIC LIBRARY'S  
COMMUNITY CONTACTS DATABASE:  
TE TAUPONAPONA TANGATA**

1. **SECTION ONE:** (Please complete all questions, and print clearly.)

2. *Official Name:* \_\_\_\_\_

3. *Alternative Name* (If your organisation is known by more than one name or has an acronym.):  
\_\_\_\_\_

4. *Annual Update:* \_\_\_\_\_

(Please enter the month of your AGM or whenever your information is most likely to change so we can keep your records current).

5. *Street Address* (Where does your organisation/group meet?):  
\_\_\_\_\_

6. *Key Contacts:*

**(This information about contacts WILL NOT be available to the general public. It is required for Library staff to contact the "KEY" people of your club/Organisation quickly should the need arise.)**

Secretary/Manager/Co-ordinator: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

President/Chairperson/Second Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

For the public to ring/contact about your club/organisation details:

7. *Main Phone Number* : \_\_\_\_\_

8. *Mailing Address:* \_\_\_\_\_  
\_\_\_\_\_

9. Fax Number \_\_\_\_\_

10. Email Address: \_\_\_\_\_

11. Website Address: \_\_\_\_\_

12. Do you have set hours? Yes/No  
(If yes, what are they?)

\_\_\_\_\_

**SECTION TWO: (Please complete all questions relevant to your organisation.)**

13. Briefly describe the purpose of your organisation and the main services or activities provided.

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14. Is your Group/Organisation/Service especially targeted to particular groups of people?  
E.g. Children/Youth/Elderly/Maori/Women.

\_\_\_\_\_

15. How do people become members/clients of your Group/Organisation/Service?

\_\_\_\_\_

16. Do your members/clients pay fees? Yes/No. Amount per Annum: \$ \_\_\_\_\_

17. Does your building/service have facilities for people with disabilities? Yes/No  
(If yes, please describe.)

\_\_\_\_\_

18. Languages your organisation uses: \_\_\_\_\_

19. Do you have other branches in the Rotorua District? Yes/No  
(If yes, please give details.)

\_\_\_\_\_

20. Do you hold special events that you would like to be noted?

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21. Does your organization produce a newsletter? Yes/No

What it is called? \_\_\_\_\_

How often it is produced? \_\_\_\_\_

22. Do you offer products for sale? Yes/No  
(If yes, please describe.)

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23. What is the Legal Status of your Organisation/Club/Service?  
(e.g. Incorporated Society, Charitable Trust, Land Trust.)

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24. Is your Organisation/Service affiliated to other organisations? E.G. National/Regional Network.

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25. Does your Organisation/Service/Club have its own meeting facilities? If yes are these facilities available to be hired by other groups and organisations? If so please give details.

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*PRIVACY CLEARING*

I consent to the availability of this information on the Community Contacts Database ([www.rotorualibrary.govt.nz](http://www.rotorualibrary.govt.nz)) for the purposes described in the introductory letter.

.....  
(Signature)

.....  
(Date)

The Rotorua Public Library would like to thank you for listing your Organisation/Service on the Community Contacts Database – Te Tauponapona Tangata.

The Community Contacts Database  
Rotorua Public Library  
Private Bag 3029  
Rotorua

