

CONDITIONS OF GROUP MEMBERSHIP

To register for an organisation/group/class card, a covering letter must be produced from the school/organisation, signed by the Principal/ Board of Trustees/elected official, on Official Letterhead, authorising membership. A contract must then be signed by the organisation/school representative and a library staff member.

1. The membership entitles you to borrow children's and teens and adult items including free to borrow DVDs, and CDs from the Rotorua Library and the Mobile Library van, and requires you to return them by the due date.
2. For your protection and safety, DO NOT lend the library card, or any items borrowed, to any unauthorised person. The school/organisation is responsible for all items borrowed and any other charges incurred. Let the Library know immediately if the card is lost or stolen.
3. For your own protection PLEASE produce the card to borrow items. NO CARD = NO BORROWING rule applies. The card is only for the use of the group and not for the personal use of the owner, teacher or group representative.
4. Group Contracts expire at the end of December each year. New contracts can be signed in January of the next year. If a group card has amounts owing, then no further library cards can be issued for the organisation until the amount has been paid. It is the responsibility of the owner to report any change of address, both physical and email.
5. **OVERDUES:**
Whilst a group card does not incur overdue charges, it is the owner's responsibility to ensure that items are returned on time. An overdue notice will be sent 10 days after the due date. A second notice is sent 20 days, detailing the cost of the item(s) outstanding. At 34 days the item(s) is considered lost and an account is sent. This account should be paid before the start of the next term. Amounts exceeding \$50 will prevent any use of the card. Any outstanding accounts will be passed on to our debt collection agency who will add their charges.
6. Items specifically labelled for Teens cover a wide range and will not necessarily suit all teenagers. Supervision may be appropriate.
7. Library staff take no responsibility for borrower's selection of items.
8. It is illegal to remove any items from the Library without first having them issued at the Issues Desks. Offenders will be prosecuted.
9. Two renewals are permitted on most items not required by another library member. These renewals may be made by phone or by email or on the website. Rental items will incur the rental charges again on renewal.
10. Organisations/groups/schools outside the Rotorua District will be required to pay a subscription.

PLEASE let the Library know if you have any problems concerning your membership, borrowing or use of the Library.

Details of services provided are available from the Library or online at www.rotorualibrary.govt.nz.

WELCOME TO YOUR LIBRARY - HAERE MAI KI TE WHARE O TE MĀTAURANGA