

**DATE:** \_\_\_\_\_

**ROTORUA LIBRARY TE AKA MAURI** (the Library)

AND

-----  
(the School)

\_\_\_\_\_  
CONTRACT FOR LIBRARY SERVICES  
\_\_\_\_\_

# CONTRACT FOR LIBRARY SERVICES

**DATE:**

**PARTIES:**

1. ROTORUA LIBRARY TE AKA MAURI, (“the Library”)

2. \_\_\_\_\_ (“the School”)

[a] Teacher(s) Name \_\_\_\_\_

[b] Address \_\_\_\_\_

[c] Postcode \_\_\_\_\_

[d] Phone Number \_\_\_\_\_

[e] Email Address \_\_\_\_\_

[f] Card Number – 2320000 \_\_\_\_\_

**BACKGROUND:**

The Library and the School have agreed to enter into a contract to enable the School to operate a “one library card per class” to access Rotorua Library services.

**IT IS AGREED:**

1. THIS contract shall commence on \_\_\_\_\_ and expire on 20 December 20\_\_.

**ROTORUA LIBRARY TE AKA MAURI COVENANTS THAT IT SHALL PERFORM THE FOLLOWING:**

2. ISSUE one library card per class (“the card”).

3. ISSUE up to fifty (50) items per library card.

4. RESTRICT items issued on the card to free-to-borrow Children’s and Teens’ items, adult’s non-fiction books and adults free-to borrow non-fiction DVDs.

5. PROVIDE a printout of books and items issued at each visit.

6. SHALL not charge library fines for overdue books and items issued on card
7. SEND overdue notices for any outstanding items.
8. WHEN items are lost an account will be sent to the School.
9. SEND a final account to the School two weeks prior to the end of term four, for any books and items outstanding, which account shall be payable to the Rotorua Library before the end of term four.
10. RENDER inoperable any library card(s) from use if the books and items outstanding and overdue total more than ten (10) books and/or items at any one time, or the total account payable on the library card exceeds fifty dollars (\$50.00)

#### **THE SCHOOL COVENANTS THAT IT SHALL PERFORM THE FOLLOWING:**

11. SHALL be responsible for the library card.
12. SHALL be responsible for all books and items issued on the card.
13. SHALL return all books and items by the due dates shown on each book and/or item.
14. PAY replacement costs for any books and items which remain outstanding and overdue at the end of each term as per account submitted by the Rotorua Library to the School for payment.
15. LIMIT the books and items issued on the card to those required for use by the class only; no books or items that are for personal use shall be issued on the card.

#### **TERMINATION:**

16. THIS contract shall terminate in the event of any one of the following:
  - (a) Either party giving to the other one month's notice in writing of its intention to terminate the contract.
  - (b) The School defaulting under this contract in respect of Clauses 8-14 for more than fourteen (14) days after having received written notice to rectify such default(s).
17. TERMINATION of the contract shall not release the School from its liabilities and responsibilities incurred prior to termination of the contract.

# EXECUTION

**On behalf of the ROTORUA LIBRARY TE AKA MAURI:**

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Witnessed by ROTORUA LIBRARY STAFF MEMBER:**

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**On behalf of the SCHOOL/ CENTRE/ ORGANISATION:  
(Principal/ Chairperson - Centres Senior Manager/ Owner to sign)**

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Witnessed by TEACHER/ CENTRE MANAGER:**

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_