

Rotorua Library

Conditions of Membership for School Class or Early Learning Centre Cards

- The card is a privilege available to all schools and Early Learning Centres within Rotorua.
- Each card is issued to a specific classroom within a school.
- The Cardholder is the teacher or school staff member with assigned use of the card for their classroom.
- The Guarantor for the card is the school's Principal or Centre Manager.
- A letter ([Link – Suggested Text](#)) from the school Principal or Centre Manager must accompany the membership form at the time of application, confirming their role as guarantor for the card(s) held within the school.
- Cards should not be used by anyone else but the cardholder or guarantor(s).
- Guarantors are responsible for ensuring correct use of the cards by cardholders, and all fees, fines and debts incurred.
- Rotorua Library expects all outstanding debts and accounts to be paid promptly by the guarantor on behalf of the school. If the guarantor wishes to take up the matter with the cardholder or other person, then this should be done after payment to Rotorua Library has been completed.
- Cardholders are responsible for issuing, renewing and returning all items. The card is only for the use of the group and not for the personal use of the teacher or group representative.
- The library must be notified of any change of details of the cardholder and any library card lost or stolen. All items issued before such notification are the guarantor's responsibility.
- Severe or repeated breach of the Conditions for this membership type may result in reduction or loss of borrowing privileges.

Loan Period: The standard loan period of 3 weeks applies.

Renewals and online account: Two renewals are permitted on most items not required by another library member. These renewals may be made by phone, by email or on the Library website. Rental items will incur the rental charges again on renewal.

Fees and Fines: Usual adult borrowing fees and fines apply for this card. Rental fees must be paid at the time of issue. There are no reserve fees for this card.

eLibrary: due to licensing conditions on the eLibrary collection (eBooks, downloadable audio books, and databases) this card does not supply access to these materials for a classroom environment. A personal membership card is required to access the eLibrary resources.