


# Ruth Faulkner Library

## Membership Terms and Conditions



 All customers are expected to follow the Code of Conduct.

### Personal information

You must provide current and accurate information to join the Library and Museum. Please notify us of any changes to your information as soon as possible.

Providing your contact information is your agreement that the City may contact you via this method for City-related matters.

### Your library card

Please look after your library card as you are responsible for all transactions on your card. If your card is lost or stolen, please report to us as soon as possible. A replacement card is \$3.00.

### Borrowing

Always bring your physical library card or your digital barcode to borrow items. Item limits and loan periods vary depending on the item types as outlined below.

Item type	Limit	For	Renewals
General Collection	15	3 weeks	Permitted (unless holds pending)
Showcase Collection	15	3 weeks	Not permitted
Express DVDs	3	7 days	Not permitted
Kits and Vox Books	3	3 weeks	Permitted (unless holds pending)

Loan limits and loan periods for eResources are determined by the supplying vendor.

Hublet tablets and charging packs may only be borrowed and used within the Library and Museum.

### Fees and charges

Please take care of the items you borrow, as fees will apply for any lost or damaged items. You cannot borrow if you have unpaid fees.

We do not charge overdue fees, however please return items by their due date, or renew eligible items online or by contacting us directly.

### Child memberships

Parents and caregivers are responsible for all items borrowed by their children, including suitability of material selected, and fees for any lost or damaged items.

Children under 12 must always be supervised in the Library and Museum by a parent, caregiver or responsible person aged 16+.

### Inactive membership

Memberships inactive for more than two years may be cancelled without notice.



Ruth Faulkner Library

# Code of Conduct

Follow  
Conditions  
of Entry when  
visiting the  
Library and  
Museum



Respect  
Library  
and Museum  
collections,  
furniture,  
equipment and  
spaces



Children  
under 12  
must always  
be supervised  
by a parent or  
caregiver



Be polite  
and  
respectful  
towards  
Library and  
Museum staff



Keep the  
Library  
and Museum  
tidy by placing  
your rubbish  
and recycling  
in the bin



Follow any  
instructions  
given by  
Library and  
Museum staff



Be polite  
and  
respectful  
towards other  
Library and  
Museum  
customers



Keep your  
valuables  
and personal  
property  
secure



Speak with  
Library and  
Museum staff  
if you have  
any concerns



City of  
**Belmont**