

## Terms and Conditions of Library Use

1. You are required to:
  - a. Present your library card to borrow items from the libraries;
  - b. Take responsibility for all items borrowed on your card;
  - c. Report a lost or stolen library card immediately so you are not charged for any items which may be borrowed by an unauthorized person;
  - d. Notify library staff if your contact details change;
  - e. Return or renew all loaned items on or before the due date
  - f. Pay all charges imposed for lost items or items returned to the library in a damaged condition;
  - g. Pay all charges imposed for the loss of a library card.
  
2. As a parent or legal guardian you are required to:
  - a. Be present when your children are completing a membership application and countersign the application;
  - b. Take responsibility for all items borrowed on your children's cards;
  - c. Remain in attendance whilst your children are in the City's libraries at all times.
  
3. Library members can access general library services up until 10 minutes before the library closing time.
  
4. Any person attending the City's libraries must behave in a responsible and considerate manner in accordance with the Library Boards (Registered Public Libraries) Regulations 1985. Persons behaving in an inappropriate or disorderly manner will be asked to leave the premises.
  
5. Temporary suspension of up to three months will be applied to any library member who seriously misuses the libraries facilities or inappropriately behaves in the library.