



Library Membership Policy

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Author:	Library Manager
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All Library members, upon enrolling at Morling College or applying for Library membership, agree to comply with the rules of use for the Library. Morling College reserves the right to refuse membership to any person who does not comply with the Library's rules, conditions of use, policies and guidelines.

Library Conditions of Use

- Always present your card when borrowing. The card is not transferable.
- You agree to accept responsibility for all items issued on your card and agree to return all items by the due dates.
- If your card is lost or stolen notify Morling Library or Administration immediately. You may be held responsible if items are then borrowed with the card.

All library members are responsible for:

- Returning items by the correct due dates, without damage or markings. You may be held liable for any damage caused to the items. You will be blocked from borrowing until overdue items are returned. Please note there is a secure afterhours return chute if you wish to return items outside library opening hours.
- Replacing any items that have been lost or damaged under your care.
- Paying any accrued penalties. You will be blocked from borrowing once your Library fines reach \$50.00.

It is a good idea to check your library account for due dates and if you need the item/s beyond the due date, check if you are able to renew the item/s.

Items may be renewed up to a maximum of 2 times.

Items are unable to be renewed if:

1. There is a reservation for that item; or
2. You have any overdue items; or
3. You have reached the maximum number of renewals.

If you have any problems or difficulties with borrowing, renewing or returning items please contact the staff at the library (library@morling.edu.au)



Penalties

If you have any overdue item/s your borrowing privileges will be suspended until the item/s are returned. You may also be liable for fines (see Fines/ Penalties Policy).