

**ORGANISATIONAL DETAILS**

Name of organisation: \_\_\_\_\_

Organisation address: \_\_\_\_\_

Organisation contact phone number: \_\_\_\_\_

Organisation web address: \_\_\_\_\_

Organisation email address: \_\_\_\_\_

Previous card number (if applicable): C         D

**CARDHOLDER DETAILS**

Card holder's name: \_\_\_\_\_

Year level teaching: \_\_\_\_\_

Contact number: \_\_\_\_\_

Email address: \_\_\_\_\_

PIN:       (6 digits)

I agree to accept email notices:  (see Agreement of Application for conditions)

If you do not wish Darebin Libraries to use your personal information in order to conduct surveys or to receive promotional information please tick this box:

Signature of card holder: \_\_\_\_\_ Date: \_\_\_\_\_

Name of organisation's principal or director: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of organisation's principal or director: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Approved (please tick): Yes  No  Date:

Children and Teenage Manager Name:

Children and Teenage Manager's Signature:

Membership number issued: C         D

Notification sent: Yes  No  Date:

**PLACE ORGANISATION STAMP HERE:**

## ORGANISATION MEMBERSHIP FORM

### Membership Information and Conditions

Organisation Membership is available to community groups, schools, kindergartens & child care centres operating in the City of Darebin who wish to borrow books and audio visual products from Darebin Libraries.

### Conditions of Organisation Membership include:

- Applications must be approved by the Manager Children and Teenage prior to membership and lending commencing
- Organisation Memberships are required to re-register annually
- Organisation Membership can be held by individual staff of an organisation (e.g. a classroom teacher or teacher librarian), or by the organisation as a whole (e.g. Sunnyside Daycare Centre).
- A Darebin Libraries membership card will be provided to be used on behalf of the organisation only and not for personal use.
- When a cardholder leaves an organisation, Darebin Libraries should be contacted immediately to cancel the card.
- The Organisation holding the membership is responsible for any charges for lost or damaged materials.
- The Darebin Libraries membership card must be presented to be able to borrow book and audio visual products at all library branches
- Loan period for Organisation Membership is 3 weeks. Up to 50 products may be borrowed
- Borrowed products must be returned or renewed on or before the due date. Regular failure to meet this condition will result in cancellation of the Organisation Membership for a period deemed suitable by the Manager Children and Teenage.
- Products can be renewed during opening hours by telephoning Darebin Libraries on 1300 655 355, visiting a branch of Darebin Libraries or at all hours online at [www.darebinlibraries.vic.gov.au](http://www.darebinlibraries.vic.gov.au). Products can be renewed twice and may be returned to any Darebin Libraries branch.
- For Junior Non Fiction books, we recommend that only 6 books per subject should be borrowed, unless prior arrangements are made with the Manager Children and Teenage
- The Organisation member is responsible for the selection, collection and return of products borrowed.  
Agreement of application

### I agree to abide by the Darebin Libraries regulations, including:

1. Return or renew loans on or before due date
2. Pay for overdue, lost or damaged items
3. Pay for lost or damaged membership cards
4. Notify the Library of change of details or loss of card.

## **Agreement to accept email notices**

By agreeing to receive email notices I will abide by the following regulations:

1. Agree to take full responsibility to check my email account for library notices;
2. Darebin Libraries accepts no responsibility for any fines incurred due to unread emails and/or incidental perusal of overdue notices by a third party;
3. All notices will be sent to the email address supplied on this form;
4. Notify the library immediately of change of email address;
5. Please be aware if you have anti spam software on your email account, notices may be diverted into a junk folder.

## **Privacy Statement**

Darebin Libraries collects your personal information for the purpose of registering and administering your membership. In order to administer your membership we are required to use your personal information to communicate with you on your borrowing habits, overdue products, product and reservation requests and mail-outs to advise you of specific interests/subjects.

We may also use your personal information in order to conduct surveys with you on current and future facilities available at Darebin Libraries in order to provide better services.

Your personal information will not be disclosed except as required by law, in particular the information will not be disclosed to others for marketing purposes. Access and correction of personal information can be requested via a Customer Service Officer. A copy of the City of Darebin Privacy Policy is available upon request and any further queries regarding privacy can be directed to Council's Privacy Officer on 8470 8888.