



CONDITIONS OF BORROWING

LOST, DAMAGED and OVERDUE ITEMS

Members are responsible for any damage or the loss of items on loan to them. Please take good care of all items and ensure that they are returned on time.

CARE OF LIBRARY ITEMS

PLEASE DO:

- Keep all items clean and dry.
- Protect items from the weather, food, drinks, moisture, excessive heat, sand or other soiling.
- Use a book mark instead of turning down corners of pages.
- Promptly report any item that is issued in a damaged or imperfect condition.
- Notify to Library staff any damage to, or loss of, items.
- Return or renew items by the due date.
- Promptly pay any fees and charges for overdue, lost or damaged items.

PLEASE DO NOT:

- Undertake any repairs at home;
- Make any marks or notes on items;
- Lend library items to other people.
(Ask for the item to be reserved for them instead)

CHARGES:

Members will be charged for items that are damaged, devalued, lost or not returned by them.

An account fee is charged for overdue items exceeding the maximum renewal period.

Members may also be charged for any other costs the Library may incur in obtaining return of items or payment for damaged or lost items.

Assessment of charges for lost, damaged or overdue items will be undertaken by the Albany Public Library in conjunction with its partners and owners of library stock (the State Library of WA and the University of Western Australia).

MEMBERSHIP ENTITLEMENTS:

Members may be unable to borrow any more items if overdue items are not returned or fees and charges are unpaid.

LIBRARY BOARD OF WA ACT:

Members must also comply with **all** other requirements under the Library Board of Western Australia Act 1951 and Library Board Regulations. See Extract over. Please ask staff if you would like to see a full copy of the regulations.

LIBRARY BOARD OF WESTERN AUSTRALIA ACT 1951
LIBRARY BOARD (REGISTERED PUBLIC LIBRARIES)
REGULATIONS 1985. (EXTRACTS)

9. (2) A reader's ticket is not transferable.
- (4) A person is responsible for all books borrowed on the reader's ticket issued in his name.
- (5) Where a reader's ticket is lost or destroyed, the person in whose name the ticket was issued shall immediately notify the librarian:
(a) at the library where the ticket was issued; and
(b) at any library where the ticket was frequently used,
but the person in whose name the ticket was issued shall remain responsible for any books borrowed on that ticket while the ticket remains current.
- (6) Where a person proves to the satisfaction of the librarian that his reader's ticket has been lost or destroyed, that person may, on payment of a fee, where so required, be issued with a reader's ticket in lieu of the one lost or destroyed.
10. A registered reader who changes address or does not intend to use the library in the future shall notify the librarian forthwith and forward the reader's tickets for alterations or cancellation.
14. (1) A registered reader who retains a book beyond the period of loan shall incur such penalties as the library authority may with the concurrence of the Board determine.
- (2) A registered reader upon whose reader's ticket a book is borrowed, shall, if required by the library authority, pay postage and all other expenses incurred by the library authority in endeavouring to secure the return of the book.
- (3) A librarian may refuse to issue books to a registered reader who is in arrear with payments due under sub regulation (1) or (2) without prejudice to the claim of the library authority for payment of any sums due.
- (4) If a registered reader is frequently guilty of returning books beyond the period of loan the library authority may suspend or cancel his registration and request the return of his reader's tickets.
15. (1) When a book is returned to a library the registered reader shall deliver it or cause it to be delivered to the librarian of the library from which it was borrowed:
(a) at the desk or other place set apart for the purpose; or
(b) through the post in a prepaid package.
16. Where a book
(a) is not returned after notice requesting its return has been given;
(b) is lost whilst on loan to a registered reader; or
(c) after being returned is found to have been damaged;
- the registered reader who borrowed the book may be required by the Board to:
- (d) pay the cost of replacement of the book as determined by the Board and if the book is one volume of a set and it is impracticable to replace that volume, to pay the cost of replacement of the whole work; or
(e) compensate the library authority and the Board for the loss or damage sustained.
17. (1) Where a book
(a) is issued in a damaged or imperfect condition the registered reader shall report the fact to the librarian;
(b) receives damage whilst in the custody of a registered reader, he shall on returning the book call the attention of the librarian to any injury it has sustained.
- (2) Books stolen, lost or damaged remain the property of the Board although replaced or paid for and when recovered, the subsequent disposal of such books shall be at the discretion of the Board.