Community Borrower Enrolment Form

Federation UNIVERSITY•AUSTRALIA

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*Family name: _____   ***Given names:** _____

*Postal address: _____

_____ **Postcode:** _____

Phone No.:_____   **Mobile Phone No.:**_____

Email:_____**Date of Birth: .:**_____

Collection point

Campus: [   ] Berwick   [   ] Gippsland   [   ] MTH   [   ] SMB   [   ] Wimmera
Posted   [   ]

InfoPoint staff will contact you via phone or email when your card is available for collection at your designated location

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Category of applicant

Community Borrower   [   ]
    - IBM   [   ]
    - Other (please specify) _____   [   ]

All applicants under 18 years of age must have a parent/guardian as guarantor

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I undertake to abide by the Library regulations. I also agree to pay, upon request, replacement costs and processing fees for lost or damaged materials.
I am aware that if I fail to observe the rules my borrowing privileges will be suspended.

Signature:_____   **Date:**_____

TO BE COMPLETED BY DESK STAFF	**Address & Photo ID checked [ ]**
Barcode: _____	(Record here **and** in patron record)

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RULES AND REGULATIONS

Please retain a copy for your own information

Borrowing allowances

- Community borrowers may borrow 10 items in total. The loan period is 14 days and items may be renewed 3 times.
- The membership period is on a yearly basis and requires renewal in January.

Borrowing restrictions and penalties

- Items must be borrowed in person with presentation of current Community borrower card and photo ID; items for loan cannot be mailed out.
- Periodicals, Reference, Realia, Teacher Reference (TAFE libraries), current textbooks and Reserve items are not available for loan. Off-air video and off-air audio recordings cannot be borrowed due to copyright regulations. Age restrictions apply to some Multimedia Collection items; you may be asked for proof of age.
- Overdue items attract 1 demerit point per item per day. Borrowing rights are suspended for 2 weeks when 40 points are accrued; further penalties apply if 40 points are exceeded.
- Membership does not include access to the Internet or other electronic resources, as these services are restricted to enrolled students and staff of the University.

Applying for a Community borrower card

- The form must be completed and signed then given to a library staff member.
- Applicants under 18 years must have a parent/guardian sign as guarantor.
- Once processed, a Community borrower card will be issued to you.

Responsibility and liability

- The borrower is accountable for any charges incurred through loss or damage to any item borrowed.

Your personal details and privacy

- You must notify Federation University Library of any changes to personal details, including address or contact telephone number.
- Federation University is committed to your privacy. You may access such information upon request at any Federation University campus Library. The University's Information Privacy Policy may be viewed at: *http://policy.federation.edu.au/university/general/information_privacy/*