



organisation memberships

NUMBER

NAME

Name of Organisation/Group/Firm

Type of Organisation (e.g. main activity)

Postal Address

Street Address

Work Phone

Mobile Phone

Email Address

**I HAVE READ AND UNDERSTOOD THE CONDITIONS OF MEMBERSHIP,
AS LISTED ON THE REVERSE OF THIS FORM, AND I AGREE TO COMPLY WITH THEM.**

To be completed by the Manager/CEO or similar of your organisation.

Name

Position

Signature

Date

Names of card users

Signatures



STAFF USE ONLY:

Organisation letter/sighted

Entered by

Street stat

Checked by

Guarantor contacted

CONDITIONS OF MEMBERSHIP

Your responsibilities:

- To comply with these Conditions of Membership.
- To provide personal identification and proof of address when you join.
- You are responsible for your library card and all items borrowed on your card.
- Guarantors are responsible for the supervision of children/young people under 18, or staff they have authorised to use the library, their library cards, all items borrowed, any charges or fees incurred, and the content of materials chosen and/or viewed.
- Guarantors are required to agree to comply with the Conditions of Membership.
- Return borrowed items in good condition.
- Pay replacement costs for lost or damaged items.
- Please do not attempt to mend items yourself.
- Pay all library rental, extended loan, and other charges and fees incurred.
- These Conditions of Membership may change, and any revised conditions will be displayed on the Nelson City Council website (<http://www.nelsoncitycouncil.co.nz>). You are deemed to have had notice of such changes from the date of posting on the website, and agree to be bound by the amended conditions while you are a member.

Please remember to:

- Bring your library card on each visit.
- Contact us if your card is lost or stolen. You are responsible for items borrowed before the loss is reported. A charge for replacement cards applies.
- Contact us with any change of address, email address or telephone number.

Things you need to know:

- Items kept beyond their due return date incur an extended loan charge per item per day, payable when items are returned. We do not renew items.
- You are unable to borrow if charges on your account total \$20.00 or more.
- Library membership may be cancelled after two years if you haven't used your card.
- In submitting a membership form, you acknowledge the following:
 - I agree to information being passed to a debt collection and credit reporting agency should I default. In recovering money I owe, any costs incurred in the pursuit of this debt will be added to my account.



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www.nelsonpubliclibraries.co.nz