

East Gippsland Shire Council

273 Main Street (PO Box 1618)
Bairnsdale VIC 3875
Website www.eastgippsland.vic.gov.au
Email feedback@egipps.vic.gov.au
Follow us on Twitter @egsc



Telephone: (03) 5153 9500
Fax: (03) 5153 9576
National Relay Service : 133 677
ABN: 81 957 967 765

Library Membership for Organisations

There are some rules which apply to library memberships. Please read through all the rules before finishing this application.

Organisation:				
Contact person:				
Postal address:			Postcode	
Street address:			Postcode	
Phone number: Work:		Mobile:		
Email address:				
First card holder		Card number:		
Optional card holder:		Card number:		

I declare that:	
<ul style="list-style-type: none">• All the information on this form is correct.• I agree that I have read this form and understand the "Terms of Borrowing and Membership"• I agree that the card holder/s will follow all rules	
Signature: _____ Date: ____/____/____	

Rules

Who can join?

Organisations can join the East Gippsland Shire Library at the discretion of the Library Operations Coordinator.

Organisational membership is available to schools, pre-schools, childcare centres, nursing homes etc.

Membership is bound by the conditions set out in this document and the library's Terms and Conditions of Membership.

Particular note should be made of the conditions regarding membership cards and the process for lost or damaged items.

Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail feedback@egipps.vic.gov.au

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How do we join?

A membership form must be completed.

The form must be accompanied by a letter on letterhead (or organisation stamp) containing the name, job title and signature of the organisation's coordinator or manager including the name/s of the nominated person/s authorised to borrow items for the organisation.

Organisations are responsible for payment of lost or damaged items.

Membership cards will be assigned in the name of the organisation with the nominated person/s listed as a guarantor.

A maximum of 2 people may be elected to borrow on behalf of the organisation.

At the beginning of each year we will send a letter asking if there needs to be changes made to the nominated card holders.

What can we borrow?

A maximum of 20 items may be borrowed.

The maximum loan period is 28 days.

Copyright rules on public screening of multi-media prevent the loan of these materials to Organisations.

Loans may be renewed in line with general membership rules.

Overdue fines accrue if items are returned after the due date.

Submitting your application:

Mail	Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 BAIRNSDALE VIC 3875.	
Electronic	Fax to 03 5153 9576 Email to library@egipps.vic.gov.au	
In Person	Bring the completed form and supporting documents to any of the following locations;	
	Opening hours Bairnsdale Library Monday to Friday 9.30am to 6pm Saturday 9.30am to 12pm	Bairnsdale Library: 22 Service Street Bairnsdale
	Service Centre Opening Hours: 9.00am to 5:00pm. Monday to Friday.	Lakes Entrance Service Centre: 18 Mechanics Street. Omeo Service Centre: 179 Day Avenue. Orbost Service Centre: 1 Ruskin Street. Paynesville Service Centre: 55 The Esplanade.
	Mallacoota Service Centre Opening Hours: Monday and Tuesday 10.00am to 2.00pm Wednesday, Thursday, Friday 2.00pm to 5.00pm	Mallacoota Service Centre: 70 Maurice Avenue

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