

# **Welcome to Yarra Plenty Regional Library**

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## **General Conditions**

As a member/guarantor you must:

- Comply with the By-Laws of the Yarra Plenty Regional Library Service
- Act with consideration and courtesy to staff and other library users while in the library
- Accept responsibility for the choice of library materials by an applicant if they are under 18
- Accept responsibility for Internet access by the applicant if they are under 18
- Take responsibility for all items issued on the membership card until returned to the library
- Pay replacement costs for items lost, destroyed or damaged while on loan to you, except such damage as is caused by reasonable and fair use
- Notify Yarra Plenty Regional Library Service immediately if a membership card is lost or stolen
- Give notice of name or address changes within seven days.

## **Borrowing**

- A library card must be presented to borrow
- Your library card is valid to use at any Yarra Plenty Regional Library branch
- Items can be returned to any Yarra Plenty Regional Library branch

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- You can request up to 6 items held at another branch and up to 4 from another library service (Inter-Library Loan) per card.

**Loan Period** 3 weeks

**Limits** 30 items  
Limit of up to 10 of any one type of audio visual material including music CDs, Computer Games and DVDs.

**Overdues** Late fee of 25 cents per item per day applies

## Renewals

- Available 24/7
- Items can be renewed twice providing no borrower is waiting for it
- Renew at any branch, online or by phone.

## Internet access

- Access is free
- Please have your card and PIN ready when you want to use the Internet

## Security PIN

When you join you will be asked to nominate a **numerical PIN** on your membership card. The PIN enables you to access the internet in the library, place requests on catalogue items, renew items and change your personal details.