

## CONDITIONS OF MEMBERSHIP

1. You are responsible for items borrowed on your card. Please do not lend your card to anyone else.
2. Most books, magazines, CDs and cassettes are issued for 28 days. Please ask for details of borrowing periods for other items.
3. Material may be kept beyond the due date. A daily charge will apply. The library may recall items that are reserved by another customer.
4. You are unable to borrow if charges on your record total \$20 or more, or if they are outstanding for more than one month.
5. Please contact us immediately if your card is lost or stolen. You are responsible for items borrowed before the loss is reported.
6. Please tell us if you change address. Please note: valid identification, e.g. drivers licence and recent (not older than 30 days) proof of address are required at enrolment.

### STATEMENT FOR THE PURPOSE OF PRINCIPLE 3 OF THE PRIVACY ACT 1993

1. The information about you is being collected by Christchurch City Libraries (a unit of Christchurch City Council). This information is not required by law. However, it is necessary if you wish to become a member of the library and borrow material.
  2. This information will be held by Christchurch City Libraries, PO Box 1466, Christchurch.
  3. You have the right to see personal information about you held by the library and to ask for it to be changed.
  4. Your personal information will not be shared with anyone else, except where this is necessary for debt collection on library material or required by law.
- I verify that the information is correct
  - I agree to the conditions as stated in the Conditions of Membership
  - I authorise Christchurch City Libraries to make available the information about me contained in this form to the Financial Services Unit if required for the purpose of debt collection
  - I accept that the choice of items borrowed is my responsibility

SIGNATURE: \_\_\_\_\_

PARENT/LEGAL GUARDIAN SIGNATURE: \_\_\_\_\_

(If the applicant is under 16)

FOR OFFICE USE

Qualifier (Local Authority):

Class (AC/AN) etc:

Enrolled by: \_\_\_\_\_ Date: \_\_\_\_\_

membership



 Christchurch City Libraries  
Ngā Kete Wānanga-o-Ōtautahi

 **CHRISTCHURCH**  
CITY COUNCIL - YOUR PEOPLE - YOUR CITY

**'think' LIBRARY**  
<http://library.christchurch.org.nz> - Phone 941 7923





You will not be able to borrow items if you have outstanding items more than five weeks past the due date, if your extended loan charges total \$20 or more, or if any money has been owing for longer than one month.

### CATALOGUE

The library catalogue holds information on all the items we hold in the library. You can access the catalogue in our libraries or on our website <http://library.christchurch.org.nz>

#### Use the catalogue to check:

- If we hold a particular title
- Where it is located in the library network
- If it is available to borrow now

### RESERVING ITEMS

You can reserve an item for only \$1.50. It's easy.

Simply ask a librarian or give us a call. Alternatively you can use the catalogue online to reserve it yourself and choose which library to collect it from (you will need a PIN to do this). When the item arrives, you will receive an email or letter.

### INTER-LIBRARY LOANS

If the library does not have an item you want, please ask us about inter-library loan – a co-operative scheme where libraries throughout New Zealand lend items to each other. There is a charge for this service.

### PAY COLLECTIONS

Most items in the library are free to borrow, however there are some exceptions. These include:

- Bestseller Collection
- CDs, Tapes, Talking Books, Language Courses
- CD Romms

### GENERAL MEMBERSHIP

A general membership gives you access to all the services of the library. Most books are free, but you will have to pay for reserves, bestsellers, extended loan, CDs, tapes, talking books and language courses.

### YOUTH MEMBERSHIP

If you are under 19, you can benefit from a youth membership. Not only will you be able to take advantage of the general library membership privileges, but you will be able to place FREE reserves. And if you return things late, there is no charge – except for CD-ROMs and bestsellers.

#### Extended loan charges

Bestseller	50 cents per day
CD-ROMs from the adult collection	\$1 per day

There will still be charges for borrowing Adult CDs, tapes, CD-ROMs and Bestsellers.

### CORPORATE MEMBERSHIP

For companies and organisations based in Christchurch, there is the option of corporate membership - giving your business access to library services for business purposes.

A single card gives your business access to high quality information services as well as books, standards, journals and videos free of charge. In addition CDs, tapes and CD-ROMs are available for a small fee. There is a four week loan period for most items and you can borrow up to 20 items at one time.

To join as a Corporate Member, you need a business in Christchurch, proof of business identity and signed authorisation from the Finance Manager or Sole Trader:

**If you would like more information about corporate membership please email us at:**

**[Corporate.Membership@ccc.govt.nz](mailto:Corporate.Membership@ccc.govt.nz)**

**Alternatively visit us at the Business Centre, Second floor, Central Library.**

## SPECIAL MEMBERSHIP

If you are a Christchurch resident or ratepayer and have a condition that restricts your use of the library, you may be able to join as a special member.

### As a special member you will be able to:

- Borrow books, magazines, talking books, videos, tapes and CDs free of charge
- Borrow most items for up to six weeks
- Reserve items free of charge
- Return items late without being charged

You will still have to pay to borrow adult CD-ROMs and items from the Bestseller Collection. A medical certificate, letter from your specialist or other verification of your condition may be required.

## NON-CITY MEMBERSHIP

If you live out of town or are visiting Christchurch, you can still use the services of Christchurch City Libraries – as a non-city member.

It's free to become a non-city member but there will be charges for borrowing items. You have two options.

- **Pay per item you borrow**  
Adult non-city members (over 19)                      \$2 per item  
There is generally no charge for Youth non-city members (under 19). \* Please ask library staff.
- **Pay a subscription and enjoy the same borrowing rights as city members**  
Annual subscription    \$100  
Six-monthly subscription                                      \$50

These charges are in addition to any standard charges for adult CDs, tapes, CD-ROMs, interloans and items from the Bestseller Collection. The same extended loan charges apply as general membership.

If you have a library card from another public library in New Zealand, you may have free access to Christchurch City Library during your stay in Christchurch. There is a limit of 2 items and some conditions apply.

\*Youth from Hurunui, Selwyn, Banks Peninsula and Waimakariri Districts are able to borrow items free of charge. This will be reviewed in 2006.

## YOUR CARD

Your card is like a credit card so please take care of it and don't lend it to anyone else. If your card is lost or stolen, please let us know immediately. You will be liable for any items that are borrowed before the loss is reported. There will also be a charge for a replacement card.

### Replacement card charges

- Adults                      \$5
- Youth                      \$2

All items borrowed on your card are your responsibility - you will be asked to pay for any losses or damage. If your debt remains unpaid, it will be lodged with a collection agency.

## YOUR ACCOUNT

You can access your library record online with a Personal Identification Number (PIN). Not only can you find out what you have on loan and when it's due back but you can place reserves and check which titles you have already requested. You can also access specialist databases. Most importantly, your account can be accessed wherever you are; at home, at work or at the library.

### To get a PIN, please ask a librarian.

If you have an email address that you check regularly, we can email your library notices.

## BORROWING INFORMATION

You can have up to 20 items out on loan, once your address has been verified.

Most items can be borrowed for 28 days. If you want to keep an item longer there will be a charge payable when you return the item. We will send you a reminder when the item is two weeks overdue.

### Extended loan charges per item

Books, CDs and Tapes	30 cents per day (max \$7.50)
CD-ROMs	\$1 per day (max \$10)
Bestseller Collection	50 cents per day (max \$10)
Videos	30 cents per day