



for all your information needs

**CONDITIONS OF INSITE MEMBERSHIP
(as at 1 September 2015)**

1. Membership entitles Christchurch City Council staff (excluding library staff) and elected members to borrow items to enable them to meet the business needs of their role with CCC but excludes the borrowing of items for any other purpose. You are responsible for items borrowed with your card. This includes any items borrowed by other people using the card.
2. Most items can be borrowed for 28 days. No fines (except for Bestsellers) or hold charges are payable but charges for lost or damaged items apply.
3. You will be unable to borrow if you:
 - do not return items within 27 days of their due date;
 - have total unpaid fines or debts exceeding the maximum amount permitted to be owed (as displayed on the library website at the following location my.christchurchcitylibraries.com/charges/);
 - have unpaid fines or debts that have been outstanding for over a month.
4. You must notify Christchurch City Libraries immediately your card is lost or stolen. You are responsible for items borrowed with the card up to the time of notification.
5. To apply for Membership you must supply the following forms of identification:
 - proof of employment
6. Christchurch City Libraries is not responsible for the choice of items borrowed with your card.
7. These Conditions of Membership may change. The revised Conditions will be displayed on the Library website. You are deemed to have had notice of such changes and agreed to be bound by the amended Conditions whilst you are a member.
8. If an outstanding amount on your Library Account is referred to a Debt Collection Agency, you will be liable for any collection costs incurred to recover the amount owing.

PRIVACY STATEMENT

10. By completing an Application for Membership you are providing personal information about you to Christchurch City Libraries (a unit of the Christchurch City Council). You also agree that Christchurch City Libraries may use that information for the purpose of:
 - managing your membership, including maintaining your records, advising you of overdue items, recovering

- outstanding fines and debts, advising you of library services and events and contacting your nominated contact person.
11. The information may be given to appropriate Council staff and/or a credit agency in the event of Christchurch City Libraries deciding to take action against you for the recovery of outstanding fines and debts. A debt recovery fee may apply.
12. You agree that you may be contacted by post, email and telephone (including automated telephone messages and text messages) and that Christchurch City Libraries will not be responsible for third parties accessing any mail, email or telephone messages sent to you.
13. Personal information about you will be held by Christchurch City Libraries. You may have access to that information and request changes to it.
14. You are not required by law to provide personal information. However, if you do not supply the information requested on the Application for Membership, then Christchurch City Libraries may be unable to process your application.

MEMBER'S UNDERTAKING

15. I, the applicant, (*full name required*)

undertake that:

- a. The information provided in the Application for Membership is correct;
- b. I have read, understood and accepted the Conditions of Membership;
- c. I have read and understood the Privacy Statement;
- d. I have authorised Christchurch City Libraries to use the personal information contained in the Application for Membership for the purposes set out in the Privacy Statement;
- e. The Contact Person named in the Application for Membership has authorised me to give their details to Christchurch City Libraries, and has authorised Christchurch City Libraries to use these details for the purposes set out in the Privacy Statement.

SIGNATURE: _____

APPLICATION FOR INSITE MEMBERSHIP

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CONTACT DETAILS

First Names: _____

Family Name: _____

Date of Birth: _____

Unit: _____

Work Address: _____

Telephone: _____ Cell phone: _____

Email: _____

CONTACT PERSON (TEAM LEADER)

First Name: _____

Family Name: _____

Unit: _____

Telephone: _____ Cell phone: _____

Email: _____

FOR OFFICE USE: Local Authority: CHRISTCHURCH

User Profile: INSITE

Listed on CCC phone list: Yes
 No

Enrolled by Insite Team:

Date:

Signature: