

RESPONSIBILITIES OF USE

The Library is a free service of Port Macquarie-Hastings Council. The privileges and responsibilities of membership ensure the best possible use will be made of your Library collection.

By using (or allowing someone else to use) your card you are committed to and will be held responsible for:

Returning all items on or before the due date.

Paying fines for all overdue items.

Paying the cost of repair of all damaged items.

Paying for lost books at the relevant cost plus service fee.

Treating all Library property with respect.

Reporting lost cards immediately.

20 items may be borrowed or on loan at any time. Borrowing is not permitted if there are any overdue items on a card.

RESTRICTIONS

AUDIO VISUAL MATERIAL –

DVD and Blu-Ray Discs	10 per card
CDs	10 per card
Talking books (Cassette)	5 per card
Talking books (CD or MP3)	5 per card

The loan period is 3 weeks. Items may be renewed twice if they are not overdue or on reserve. Renewals can be made over the phone or in person.

Due to our generous borrowing limit we do not normally provide a bulk loan service to schools or institutions. Teachers may borrow on their own card within the restrictions above.