



TERMS OF BORROWING AND MEMBERSHIP

A Library card must be presented to borrow items, as it assures accuracy of your records. A change of name, address or contact details must be notified as soon as possible. An email address helps us contact you and reduce costs.

Loans:

- Up to 30 items can be borrowed for 3 weeks, from any affiliated Victorian SWIFT library, and returned to any Swift Library.
- Items can be renewed before they become overdue via the Library webpage, your online account, or by telephone.
- If another patron has requested the item you have on loan, a renewal is not possible. Items must be returned by the due date.
- We send Reminder and Overdue Notices as a courtesy.

By signing the back of the library card, you are subject to Local Law No. 3 of Wellington Shire Council and agree to abide by the following conditions:

- You undertake to pay any fines or fees, or pay for any library materials in your care which are lost or damaged including processing fees.
- Your behaviour must not be detrimental to the health and safety or affect the enjoyment of Library facilities by others.
- Not to hold the Library responsible for any information accessed, or responsible for the suitability of any library materials you borrow
- The Wellington Shire Library does not accept responsibility for items selected by children.
- Not to use computer systems and networks at the library for any improper or illegal activities
- To respect and preserve community assets and facilities