

Community Book Club Membership

1. The Coordinator for the Community Book Club must complete the Community Book Club Membership Form.
2. The name of the Community Book Club will be used for library membership.
3. The Community Book Club Coordinator's contact details will be used for library membership.
4. The Coordinator's name and personal library card (if they have one) should be entered in the Guarantor fields.

Coordinator name, address and contact changes must be provided to the library for the library database to be updated. Responsibility for lost, damaged or outstanding loans of book club sets remain with registered Coordinator.

Community Book Club Coordinator Registration Details			
Name of book club			
First name		Last name	
Contact phone number		Date of birth	
Address			
Email address			

Terms and Conditions

By registering as a Community Book Club Coordinator you agree to accept Library Services Terms and Conditions of Use and Library Membership Terms and Conditions. A copy of these will be supplied upon request.

Community Book Club Coordinators agree:

- To be responsible for all of the items within the book club set while they are on loan to you;
- To return the complete book club set by the due date;
- To check for any damage to items within the book club set before leaving the library;
- To report any existing damage to the book club set to library staff;
- To return the complete book club set with no damage to the items;
- To pay for any damaged or lost items that occur while the book club set is loaned to you;
- To pay the replacement cost for the entire book club set if all titles are lost or damaged;
- To notify the library if the membership of your book club changes;
- To notify the library immediately if your book club library card is lost;
- Any items loaned to the book club prior to notification remain your responsibility.

Coordinator name: _____

Coordinator signature: _____

Date: _____

LIBRARY STAFF USE ONLY			
Proof of identity 1		Proof of identity 2	
Staff name		Staff signature	
Date			