

# Institutional Bulk Loan Membership Agreement

## Adult Care Centres

Details	
Name of institution:	
Manager/Director name:	
Street address:	
	Postcode:
Postal address (if different):	
Contact number:	
Email address:	
Type of institution (e.g. Child Care Centre):	

- Bulk loans from City of Joondalup Libraries are reserved for organisations which operate within the City of Joondalup local government area. Applications from organisations outside the City of Joondalup must be referred to the Branch Librarian for consideration.
- An organisation can apply for an Institutional Membership with their Manager/Director's approval.
- Organisations must provide a request for membership on Organisational letterhead, signed by the Manager/Director.
- The organisational membership card must be produced by an employee of the organisation when borrowing items. No exceptions will be made to this condition.
- Organisations are requested to choose their own items for loan, up to a limit of 20 items.
- The service is free, however the Manager/Director of the Organisation is responsible for the items borrowed, and will be charged for any items not returned, or damaged (fair wear and tear excluded), and any fines incurred for items not returned by the due date. Note: Once charges exceed \$10.00, lending permissions will be suspended until payment is made. The organisation is responsible for all costs incurred regardless of staff changes.
- The bulk loan is for the use of the organisation in conducting its programs, not for the personal use of employees of the organisation.
- The membership will expire after 12 months. The membership can be reactivated once all contact details are updated and confirmed.
- Either party may discontinue the service at any time with the proviso that all items are returned and all financial liability (for lost or damaged items) is finalised.
- A copy of the Libraries' standard Conditions of Use will be provided and apply to all library memberships, except where it is specified in this agreement.

**I have read and agreed to the stated conditions on behalf of my organisation**

Signature of Manager/Director or Head of Organisation	Date:
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