

MEMBERSHIP FORM



APPLICANT // Please print clearly

Title	First Name	Preferred Name	Use preferred name
Middle Name	Last Name		
Date of Birth / /	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/> Not applicable <input type="checkbox"/>
Preferred Branch	Language	Ethnicity	



POSTAL ADDRESS

Flat/No & Street		
Suburb	Town	Postcode
Email (Mandatory)		
Home Phone	Cell Phone	



PHYSICAL ADDRESS // If different from above

Flat/No & Street		
Suburb	Town	Postcode



CONTACT PERSON // This must be completed for Adult members

Please supply the name and address of a friend or relative who **does not live in the same household as you**, whom you authorise a Library representative to contact if necessary. This contact person will be used to gain your new contact details if you move and have not informed the library. The contact person is not responsible for the return of items and will not be held liable for any charges.

Their full name		
Flat/No & Street		
Suburb	Town	Postcode
Email		
Home Phone	Cell Phone	



GUARANTOR // If you are under the age of 18, please supply the details of your Guarantor: (must be a CO/QL Libraries member)

Membership Number	Full name	
Flat/No & Street		
Suburb	Town	Postcode
Home Phone	Cell Phone	

OFFICE USE ONLY

Card Number: M	Photo Identification:
Profile:	Processed by:
Pre-alert: Yes <input type="checkbox"/> No <input type="checkbox"/>	Card number from home library (for reciprocal and consortia borrowers):

Surname:

First Name:

Please note OLD borrower number:

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OFFICE USE ONLY

CONDITIONS OF MEMBERSHIP

The membership form must be signed by the person applying for membership, or if under 18 years of age, by their guarantor, to indicate acceptance of the conditions of membership. **No library card will be issued until the form has been signed.**

- You must return all items in good condition and on time.
- You are responsible for all items borrowed on this card as well as any charges for loss, damage or extended loan. There will be a charge for lost and damaged items.
- Do not lend your card to anyone else. The person to whom the card is registered is responsible for all library materials issued on that card, and for any fees or charges which may arise from its use.
- If charges on your card total \$20 or more, the charges need to be paid in full before further items can be borrowed.
- You must notify the Central Otago / Queenstown Lakes Libraries immediately if this card is lost or stolen. You will be responsible for all items borrowed before the loss was reported.
- You must notify the Central Otago / Queenstown Lakes Libraries of any change of postal/residential address, phone number or email address.
- Your personal information on this form may be used by the Central Otago / Queenstown Lakes Libraries for the purpose of ongoing development of their library services.
- You must comply with the New Zealand Copyright Act 1994 with respect to photocopying, downloading or copying resources issued to you, or when utilising library facilities.
- **Free membership is available to ratepayers / permanent residents of QLDC / CODC districts. Please provide photo ID (eg. Passport / Driver Licence) and proof of your current address (eg. recent power / bank statement, rates notice / lease agreement) when joining. Borrowers may take up to 20 items at a time.**

ADULT TEMPORARY MEMBERSHIP

Temporary membership is designed for people either new to the area without a permanent address or people who are staying between 6 weeks and six months. Membership is free and members may borrow up to 4 items at a time. Borrowers need to provide photo ID (eg. Passport / Driver Licence) and details of an alternative contact when joining.

STATEMENT FOR THE PURPOSE OF PRINCIPLE 3 OF THE PRIVACY ACT

- The information about you is being collected by the Central Otago / Queenstown Lakes Libraries. This information is not required by law. However, it is necessary if you wish to become a member of the library and borrow material.
- This information will be held by the library in the Central Otago / Queenstown Lakes District that you registered at or within the library management for the district.
- You have the right to see personal information about you held by the library and ask for it to be changed.
- Your personal information will not be shared with any one else except where this is necessary for debt collection on library material, or when required by law.
- Central Otago / Queenstown Libraries reserve the right to vary these terms and conditions from time to time.



SIGNATURE

// I have read and agree to the above conditions:

Signature

Date

OFFICE USE ONLY

NEW borrower number:

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