

## **Library Membership Policy**

Anyone with a permanent residential address in the Bailiwick of Guernsey can become a member of the Guille-Allès Library. Anyone without a permanent residential address may use the library as a visitor. Payment of a returnable deposit of £15 is required for visitor membership.

Anyone under the age of 16 who wishes to join will need the agreement and signature of a parent or guardian who agrees to act as Guarantor for that child's use of the library, including use of the internet. A Guarantor can be aged under 16 if they are the parent of the child.

The membership card is valid for use in the Guille-Allès Library only.

### **The status of Guarantor**

It is not essential for the Guarantor to hold library membership. As Guarantor, the adult is agreeing to take responsibility for the child's use of the library and will receive correspondence relating to that child's use eg notice of overdue items, unacceptable behaviour or computer use. In the case that a responsible adult in an official capacity has agreed to act as guarantor for a child in care, the Guille-Allès Library accepts that the individual does not have personal responsibility for that child's library use.

### **Membership entitlement**

- Loan of:
  - Books
  - Language CDs
  - Spoken word CDs
  - Music CDs
- Information and entertainment DVDs
- Download of eBooks and eAudiobooks
- Use of online reference services
- Use of newspapers and periodicals in the library
- Use of library computers including internet access
- Requests and reservations (charges apply)
- Inter-Library Loans (charges apply)

### **Proof of identity**

Proof of name and current address is required to join the library. In cases where an individual does not have proof of address the library will consider alternative evidence as proof of ID although this will be on a case by case basis.

Examples of proof of address include:

- Driving licence
- Utility bill

- Right to Work document
- Bank statement
- Any personally addressed item which has been through the postal system.

## **Methods of joining the library**

### **Online joining:**

An online joining form can be completed via the library website ([www.library.gg](http://www.library.gg)). Once completed a temporary membership number will be supplied which allows users to access some services. To complete the process and become a full member, the applicant will need to visit the Guille-Allès Library within 2 months and quote the temporary library membership number along with proof of identity and address as set out above. Children under the age of 16 cannot join online as the guarantor is required to agree to the membership.

If a customer indicates that they are not able to physically visit the library to complete the joining process, a member of library staff will telephone them to complete identity checks and will send the library card to them.

### **Joining in the library:**

Applicants are required to complete a joining form and present proof of name and address. On completion they will be given full library membership, dependent on their borrower type. In the case of under 16s the guarantor should accompany the child to complete the joining process.

### **Terms and conditions of membership:**

- The library member is responsible for all items borrowed on the library card and for any access to the internet in the library.
- The library member should bring their card to the library in order to borrow items.
- Library membership is not transferable to any other person.
- Use of the Guille-Allès Library is subject to its Rules and other conditions of use, including library policy in relation to public use of the internet and wifi
- At the point of joining customers are asked to agree to observe the Rules of the library. Copies of the Rules are available in the library and also on the website.

### **Restriction of withdrawal of library services:**

Failure to comply with the terms and conditions including library policies and Rules may result in the withdrawal of library membership or the withdrawal of access to some library services. Customer lending rights may be blocked owing to outstanding fines going above £15 and/or overdue items.

### **How customer information is used:**

The Guille-Allès Library uses a shared library management system which stores borrower records on a database. This data will only be used for the purposes of managing the customer's library use and is used in a way that protects their privacy.

The Guille-Allès Library handles information in accordance with the Data Protection (Bailiwick of Guernsey) Law 2001.