

Organisation Loan Membership Agreement



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

1. An organisation can apply for an Organisation Membership with their Manager/Director's approval.
2. The organisation library membership card must be produced by an employee of the organisation when borrowing items (no exceptions will be made to this condition).
3. The service is free, however the Manager/Director agrees that the organisation is responsible for the items borrowed, and will be charged for any items not returned, or damaged (fair wear and tear excluded).
4. Once charges are in place, lending permissions will be suspended until payment is made. The organisation is responsible for all costs incurred regardless of staff changes.
5. This membership is for the use of the organisation in conducting its programs, not for the personal use of employees of the organisation.
6. The membership will expire after 12 months. The membership can be reactivated once an Organisation Loan Membership Agreement is completed and signed.
7. 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.
8. A copy of the City of Karratha Libraries Conditions of Use will be provided and apply to all library memberships, except where it is specified in this agreement.

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

Signature of Manager:
Date:

City of Karratha Libraries | 27 Welcome Road, Karratha WA 6714 | T: 9186 8660 |

E: karratha.library@karratha.wa.gov.au

Office use only: Library Card No _____