

CHILD AUSTRALIA RESOURCE CENTRE TERMS & CONDITIONS OF USE

Location

5 Carson Rd Malaga WA

Library Opening Hours

9:00am – 5:00pm Monday to Friday

Membership Fees

Membership will be for a financial year period and the renewal date shall be on July 1 each year. A membership application form is to be completed and relevant fees paid prior to borrowers being able to borrow from the library.

Certain membership types include access to the members' only pages of the PSCWA website. Members will be provided with a Username and Password which will allow access to "Policies to Go By" and other child care policies.

Membership Type

Professional Membership

This membership provides borrowing privileges for all staff. Includes one login to the PSCWA website.

Membership Cards

Membership cards showing borrower name and borrower number will be issued to the member. This card must be produced before items may be borrowed from the library. – **No Card – No Borrow Policy will apply.**

Item loan limits

Professional, Mobile and Postal Members can borrow 1 resource box plus 20 items for 4 weeks with the exception of DVD's which can be borrowed for 2 weeks.

Students and corporate members can borrow 10 items for 2 weeks. Limits apply.

Members may request one extension prior to the due date provided the resources has not been requested by another service

Members must not transfer items to any other service.

Delivery of Items

Members are encouraged to visit our library to select their resources. If this is not possible arrangements should be made with the Resource Centre.

Return of Items

Members are responsible for returning the items to the library. Items can be returned in person, by mail or by special arrangement with the Resource Centre

Items must be returned in a clean and acceptable condition.

Reservations

Reservations can be placed when a member wishes to borrow an item currently on loan. You can make a reservation by contacting the Resource Centre office.

Overdue Items

Members will be issued with an overdue notice. An invoice will accompany the third notice. Memberships with outstanding invoices will be suspended from the PSCWA website members only pages and no further borrowing can occur until payment is received or the items are returned.

Damaged or Lost Items

Cost of repairs or replacement of damaged items will be borne by the membership holder. The membership holder will pay 100% of the replacement cost of any lost items.

**** Please check all items borrowed and report any missing parts or damage to the library staff within 24hrs from commencement of the loan period or the service will be held responsible for replacement costs**.**