

Conditions of Library Use

Membership

- Members must comply with the Library Services' Conditions of Entry and these Conditions of Library Use.
- Members may borrow library materials by providing:
 - their library membership card; or
 - their personal identification number (PIN); or
 - Government issued identification card (e.g. drivers licence, passport, Medicare card); or
 - other information as requested by staff if a membership card or identification cannot be provided.
- Members must notify the Library Service as soon as practicable if their name, address, telephone number or email address changes.
- A fee may apply for the replacement of a library membership card.

Borrowing and Returns

- Library materials may only be removed from a City of Bayswater Library after they have been issued to a member's account through library staff, a self serve kiosks or an approved library application. Members, or the parent/guardian of a child member, are responsible for all items borrowed on their membership account.
- Borrowed items must be returned to a City of Bayswater Library in good condition and by the due date.
- Members, or the parent/guardian of a child member, are responsible for the replacement costs of items that are lost, stolen or damaged while on loan.

Library Accounts and Charges

- Members with outstanding charges may be restricted from borrowing materials, placing reservations or requests, accessing public computers, or using other library services until the charges are resolved.
- The Library Service may suspend or restrict membership privileges where these Conditions of Library Use or the Library Conditions of Entry are breached.

Public Computers and Technology

- Access to public computers is managed by through a booking system.
- Before commencing a public computer session, users must accept the applicable terms and conditions of use displayed at login.
- Users must comply with all applicable laws, licence conditions and library policies when using library technology and internet services.

Collection Notice

The City of Bayswater collects your personal information for the purpose of administering library memberships, managing library assets and supporting library services.

Personal information may be disclosed to contracted service providers that support the delivery of library services and may be used or disclosed for related purposes that would be reasonably expected. If you choose not to provide the requested personal information, the City may be unable to provide library membership or access to library services.