

NT Branch

PO Box 41936, Casuarina NT 0811
 T: (08) 8986 7142 F: (08) 8947 2884
 E: ecant@earlychildhood.org.au
 ABN: 38 196 702 270



**NT Children's Services Resource Library
 Terms & Conditions of Use**

Location: Early Childhood Australia NT Branch, 71 Coonawarra Road Winnellie

Opening Hours: 8.30am – 4.30pm Monday to Friday

The Collection:

The library consists of an extensive collection of resources with a wide range of topic areas covering all aspects of care for children 0 - 12 years of age.

Resources include: audio cassettes, books, CD's, posters, videos, journals, newsletters, toys, puppets, large outdoor equipment, multicultural resources and specialised equipment.

Reference Section: consists of reference books, journals & newsletters which are not available for loan however they may be accessed on site at the library, for research purposes.

Specialised Equipment: (Refer to library policies & procedures)

A range of specialised equipment will be available to support children accessing Inclusion Support Subsidy (ISS) or Flexible Support Funding (FSF). Any Australian Government Approved Child Care Service (AGACCS) within the NT can borrow the specialised equipment without payment of the library membership fees. Please contact your Inclusion Support Facilitator (ISF) to arrange, special conditions apply.

Other resources and services available include:

- **Binding** at a cost of \$3.00 which includes spiral, plastic cover and 2 sheets of coloured paper
- **Laminating** at a cost of \$2.00 per A4 page & \$4.00 per A3 page
- **Photocopying Black & White** at 20cents per A4 page & 40cents per A3 page (copyright policies to apply).
- Photocopying Colour at 40 cents per A4 page & 80 cents per A3 page

Membership Fees:

An annual membership fee will apply to services wishing to access the library. Please refer to "**Membership Fees & Conditions Sheet**" for a list of services and individuals eligible to borrow, fee structure and conditions.

Memberships will be for a 12 month period and the renewal date shall be on the 12 month anniversary of the joining date.

A Membership application form is to be completed and relevant fees paid prior to borrowing from the library.

Unfinancial members will have all borrower rights withdrawn.

Service / Organisation Membership Holders will be able to nominate a maximum of 5 staff members eligible to borrow under their membership.

Certain membership types include access to the Professional Support Coordinator (PSC NT) website. Members will be provided with a Password Log-On which will allow them to download specific information and fact sheets including "Policies to Go By" and other child care policies and participate in an online discussion forum.

Borrower Limits & Loan Periods

Service Type	No. of Items	Loan Periods	Loan Periods for
AGACCS LDC, OSHC, VAC MAC etc	25 Items on Loan at any one time Limited to: Books 10, Videos 2 Posters 3, Equipment 10	Books/Videos 2 wks Posters /Equipment 6 wks	Remote Services Books/ Videos 4wks Posters /Equip 8wks
Other Services/ Organisations	20 Items on Loan at any one time Limited to: Books 10, Videos 2 Posters 3 Equipment 5	Books/Videos 2 wks Posters /Equipment 2wks	Remote Services Books/ Videos 4wks Posters /Equip 4wks
Individual	10 Items on Loan at any one time Limited to: Books 2, Videos 2 Posters 2 Equipment 10	Books/Videos 2 wks Posters /Equipment 6 wks	Remote Services Books/ Videos 4wks Posters /Equip 8wks
Students	5 Items on Loan at any one time Limited to: Books 2, Videos 1, Posters 1 Equipment 5	Books/Videos 1 wk Posters /Equipment 1 wk	Remote Services Books/ Videos 2wks Posters /Equip 2 wks

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Borrower Limits & Times (cont)

The bookmark system will automatically calculate the return date for items. Membership Holders or borrowers (as determined by the Membership Holder) are advised to contact the library prior to the due date if they need to extend the loan period. Only **one** extension of the borrowing period is allowed (provided the item is not on the reserved list). If the item has been reserved, it cannot be extended and must be returned by the due date.

Remote services (outside Darwin / Palmerston / Rural area) have an extended borrowing period to take into account delivery times.

Membership Key Tags:

Membership key tags showing borrower name, borrower number, will be issued to each membership holder and each nominated staff member. This card must be produced each time before items may be borrowed from the library. – **No Card – No Borrow Policy will apply.**

It will be the responsibility of the Membership Holder to advise library staff when a nominated staff member leaves their service as they will be held responsible for any items borrowed by this person.

Reservations

Reservations are used when a member wishes to borrow an item currently on loan. You can make a reservation by contacting the library staff or your Inclusion Support Facilitator.

Overdue Items

Fines for overdue resources will apply.

The outstanding fine and cost of the resources outstanding will be invoiced to the Membership Holder and if necessary, handed to a debt collector for recovery.

Fees for overdue items will be \$5.00 per item per week commencing one week after a reminder letter is sent to the Membership Holder.

Memberships with outstanding fines and or replacement costs will be suspended and no further borrowing can occur until full payment is received.

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 replacement cost of any lost items. Costs will also include the replacement of library packaging.

Damage to library packaging will be charged at \$3.00 for replacement of a damaged or lost plastic hanging bag. Damaged or lost plastic tubs / containers will be charged at \$20.00 per container.

Responsibility for fines and replacement of resources:

The Membership Holder is responsible for all fines and replacement costs incurred by their nominated borrowers.

**** 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 you may be held responsible for replacement costs**.**

Delivery of Items

Members are encouraged to visit our library to select their resources. If this is not possible arrangements should be made with your Inclusion Support Facilitator to assist.

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 your Inclusion Support Facilitator.

Cleaning of Equipment

All equipment is to be **cleaned** thoroughly before return.

If ECA NT Branch has to clean any equipment a cleaning fee of \$10.00 per item will be charged to the Membership Holder.

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NT CHILDREN'S SERVICES RESOURCE LIBRARY

MEMBERSHIP FEES & CONDITIONS

Service Type	Fee	Benefits	Borrowing Limits	Borrowing Times	Remote Services
Australian Government Approved Childcare Services (AGACCS) <ul style="list-style-type: none"> Long Day Care (LDC), Family Day Care Co-Ordination Unit (FDC), Outside School Hours Care (OSHC) Vacation Care (VAC) Mobile Child Care Service Innovative Service Multifunctional Aboriginal Children's Service (MACS) 	\$110.00 Per Annum GST Incl.	<ul style="list-style-type: none"> Membership to Professional Support Coordinator (PSCNT) Access to PSCNT Web site Log - On Borrowing privileges from the Resource Library 5 nominated staff members covered per membership 	25 Items on Loan per membership at any one time Limits Books 10 Videos 2 Posters 3 Equipment 10	Books 2 Weeks Videos 2 Weeks Posters 6 Weeks Equipment 6 Weeks	Books 4 Weeks Videos 4 Weeks Posters 8 Weeks Equipment 8 Weeks
Service Type	Fee	Benefits	Borrowing Limits	Borrowing Times	Remote Services
Other Services & Organisations <ul style="list-style-type: none"> Non Australian Government Approved Childcare Service Registered Training Organisation (RTO's) University Government Department Community Organisation 	\$220.00 Per Annum GST Incl.	<ul style="list-style-type: none"> Membership to Professional Support Coordinator (PSC NT) Access to PSCNT Web site Log - On Borrowing privileges from the Resource Library 5 nominated staff members covered per membership 	20 Items on Loan per membership at any one time Limits Books 10 Videos 2 Posters 3 Equipment 5	Books 2 Weeks Videos 2 Weeks Posters 2 Weeks Equipment 2 Weeks	Books 4 Weeks Videos 4 Weeks Posters 4 Weeks Equipment 4 Weeks

**** PSC NT Website - Membership entitles members to a password log on access to the website which will allow downloads of specific information and fact sheets. Access to "Policies to Go By" and other child care policies and also access to an online discussion forum**

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**NT CHILDREN'S SERVICES RESOURCE LIBRARY****Membership Fees & Conditions**

Service Type	Fee	Benefits	Borrowing Limits	Borrowing Times	Remote Services
Individual (Standard Membership) <ul style="list-style-type: none"> Family Day Carer Child Care Worker (Employee of Eligible Childcare Service) 	Standard \$44.00 Per Annum GST Incl.	<ul style="list-style-type: none"> Borrowing privileges from the Resource Library only 	10 Items on Loan per membership at any one time Limits Books 2 Videos 2 Posters 2 Equipment 10	Books 2 Weeks Videos 2 Weeks Posters 6 Weeks Equipment 6 Weeks	Books 4 Weeks Videos 4 Weeks Posters 8 Weeks Equipment 8 Weeks
Or <ul style="list-style-type: none"> Individual (Premium Membership) 	Premium \$110.00 per annum GST Incl	<ul style="list-style-type: none"> Borrowing privileges Membership to Professional Support Coordinator (PSC NT) Access to PSCNT Web site Log - On 			

Service Type	Fee	Benefits	Borrowing Limits	Borrowing Times	Remote Services
Student (Standard Membership) Or	\$33.00 Per Annum GST Incl.	<ul style="list-style-type: none"> Borrowing privileges from the Resource Library only 	5 Items on Loan per membership at any one time Limits Books 2 Videos 1 Posters 1 Equipment 5	Books 1 Week Videos 1 Week Posters 1 Week Equipment 1 Week	Books 2 Week Videos 2 Week Posters 2 Week Equipment 2 Week
Student (Premium Membership)	Premium \$220.00 per annum GST Incl	<ul style="list-style-type: none"> Borrowing privileges Membership to Professional Support Coordinator (PSC NT) Access to PSCNT Web site Log - On 			

**** PSC NT Website - Premium Membership entitles members to a password Log-On access to the website which will allow downloads of specific information and fact sheets, access to "Policies to Go By" and other child care policies and also access to an online discussion forum.**

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**NT Children's Service Resource Library
 Membership Application Form - Services**

Membership Type: (Tick applicable membership type – Refer to Membership Fees & Conditions Sheet)

Australian Government Approved Child Care Service (AGACCS)	Service Types : LDC, OSHC, VAC, Mobile, Innovative, MAC, FDC Coordination Unit	\$ 110.00 pa Borrowing Privileges + PSCNT Website Access
Other Services/ Organisations Non Australian Government Approved Child Care Service	Service Types: e.g.: Non – AGACCS, RTO, University, Government Department, Community Organisation etc	\$ 220.00 pa Borrowing Privileges + PSCNT Website Access

Name of Service/Organisation: _____

Name of Contact Person: _____ Position: _____

Address: _____ Post Code: _____

Postal Address: _____ Post Code: _____

Phone: (Work) _____ (Fax) _____
 (Mobile) _____

Email: _____

Please list the names of nominated staff members covered by this membership (max 5)

1. _____ 2. _____
 3. _____ 4. _____
 5. _____
- (Only nominated staff will be able to borrow from the library)

I _____ **acknowledge reading the terms & conditions of borrowing from the NT Children's Services Resource Library and hereby agree that I/we accept full responsibility for all resources borrowed by this membership and undertake to pay for any damage, loss or late return fees incurred.**

Signature: _____ **Date:** _____

Payment Method: [] Cash
 [] Cheque/Money Order Payable to Early Childhood Australia NT Branch
 [] Direct Deposit to BSB 035-306 Account No: 130609 –
 (Please quote membership name on deposit).

Copy of deposit receipt to be attached to application form

Office Use Only:

Library Membership Nos: _____ Date: _____ Expiry Date: _____
 Nos. Borrowers' Cards Issued: _____ Tax Invoice #: _____
 Proof of ID Sighted by _____ Email Address added Approved & Entered by _____

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**NT Children's Service Resource Library
 Membership Application Form – Individual / Student**

Membership Type: (Tick applicable membership type – Refer to Membership Fees & Conditions Sheet)

Individual Membership • Family Day Carer • Childcare Worker (Employee of Eligible Childcare Service)	Standard - \$44 pa Borrowing Privileges Only	Premium - \$110 pa Borrowing + PSCNT Website Log on Access
Student Membership	Standard - \$33 pa Borrowing Privileges Only	Premium - \$220.00 pa Borrowing Privileges + PSCNT Website Log on Access

Name of Service/Organisation: _____

Name of Contact Person: _____ Position: _____

Address: _____ Post Code: _____

Postal Address: _____ Post Code: _____

Phone: (Work) _____ (Fax) _____

(Mobile) _____

Email: _____

I _____ **acknowledge reading the terms & conditions of borrowing from the NT Children's Services Resource Library and hereby agree that I/we accept full responsibility for all resources borrowed by this membership and undertake to pay for any damage / loss or late return fees incurred.**

Signature: _____ **Date:** _____

Payment Method: [] Cash
 [] Cheque/Money Order Payable to Early Childhood Australia NT Branch
 [] Direct Deposit to BSB 035-306 Account No: 130609 –
 (Please quote membership name on deposit).
Copy of deposit receipt to be attached to application form

Office Use Only:		
Library Membership Nos: _____	Date: _____	Expiry Date: _____
Nos. Borrowers' Cards Issued: _____	Tax Invoice # _____	
Proof of ID sighted by: _____	Email Address Added <input type="checkbox"/>	Approved & Entered by _____