



Resource Library Membership Application Form – Organisation

Name of Organisation: _____

Type of Organisation (tick): LDC OSHC FDC Vac Occ Care Indigenous

Contact Person: _____

Position: _____

Street Address: _____

Postal Address: _____

Phone: (Wk) _____ (Fax) _____ (Mobile) _____

Email: _____

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

Signature: _____ Date: _____

Membership (inc GST):

Australian Government Approved Child Care Service (AGACCS)	Service Types : LDC, OSHC, VAC, Mobile, Innovative, MAC , FDC Co-Ordination Unit	\$ 110.00 pa Borrowing Privileges + PSCNT Website Access
Other Services/ Organisations Non Australian Government Approved Child Care Services	Service Types: eg: Non – AGACCS, RTO, University, Govt .Dept , Community Org. etc	\$ 220.00 pa Borrowing Privileges + PSCNT Website Access

Payment Method: [] Cash
 [] Cheque/Money Order Payable to Childrens Services Support Program
 [] Direct Deposit to BSB 085995 Account No: 795399632(Please quote service name in the reference).

Copy of deposit receipt to be attached to application form

CSSP Office Use Only

Library Membership No: _____ Expiry Date: _____

Approved & Entered by _____ Date: _____

CSSP Finance Only (When payment is received, hand copy back to admin)

Tax Invoice/Receipt Issued: Yes []

Approved & Entered by _____ Date: _____

Payment date _____ Date: _____



1st Floor Eurilpa House, 25 Todd Mall
 PO Box 2279, Alice Springs NT 0871
 Ph: (08) 89534059 F: (08) 89522520
 E: enquiries@childrenservices.com.au
ABN: 46565892503

Early Childhood Library Terms & Conditions of Use

Location: Children's Services Support Program (Central Australia) Inc.

Library Opening Hours: 8.30am – 3.30pm 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, videos, journals, educational toys, puppets, 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 by members, for research purposes.

Specialised Equipment: (Refer to library policies & procedures)

A range of specialised equipment will be available for eligible children accessing Inclusion Support Subsidy (ISS). Any Australian Government Funded Children's Service 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** at 20cents per A4 page & 40cents per A3 page

Membership Fees:

Membership 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 borrowers being able to borrow from the library.

Certain Membership types include access to the Professional Support Co Ordination Unit (PSC NT) website. Members will be provided with a Password Log on which will allow access to download specific information and fact sheets.(eg. Access to "Policies to Go By" and other child care policies and access to an online discussion forum). Organisation membership allows staff to borrow under their membership.

Borrower Limits & Loan Periods

Service Type	Remote No. of Items	Remote Loan Periods	Very Remote No. of Items	Very Remote Loan Periods
AGACCS LDC, OSHC, VAC, MAC etc	10 items	4 wks	15 items	8 wks
Other Services/ Organisations	10 Items	4 wks	15 items	8 wks
Individual	10 Items	4 wks	15 items	8 wks
Students	10 Items	4 wks	15 items	8 wks
Family Support Service	10 items	4 wks	15 items	8 wks

The bookmark system will automatically calculate the return date for items. Members are advised to contact CSSP 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. Overdue notices will be sent out to members at the end of each month.

Membership Cards:

Membership cards showing borrower name, borrower number, expiry date and membership type will be kept on site at CSSP and a duplicate copy 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.**

It will be the responsibility of the Membership holder (organisation) to advise CSSP when staff members leave their service as they will be held responsible for any items borrowed by this person if they have left.

Reservations

Reservations are used when a member wishes to borrow an item currently on loan. You can make a reservation by contacting the CSSP office.

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 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 and freight.

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.

**** 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 will 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 the CSSP office.

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 CSSP office.

Cleaning of Equipment

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

If CSSP has to clean any equipment a cleaning fee of \$10.00 per item will be charged to the Membership holder.