

NT Branch

PO Box 41936, Casuarina NT 0811

Office: **71 Coonawarra Road, Winnellie**

T: (08) 8947 4776 F: (08) 8947 2884

E: ecant@earlychildhood.org.au

ABN: 38 196 702 270

**Early Childhood
Australia**

A voice for young children

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 AND provide remittance advice)

Office Use Only:

Library Membership Nos: _____ Expiry Date: _____

Nos. Borrowers' Cards Issued: _____ Tax Invoice/Receipt Issued: _____

Approved & Entered by _____ Date: _____


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**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** – please confirm cost with Library officer or Administration Officer
- **Laminating** – please confirm cost with Library officer or Administration Officer
- **Photocopying** – please confirm cost with Library officer or Administration Officer

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.

Non current 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 6 wks Posters /Equipment 6 wks | Remote Services Books/ Videos 8wks 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 6 wks Posters /Equipment 6wks | Remote Services Books/ Videos 8wks Posters /Equip 8wks |
| Individual | 10 Items on Loan at any one time Limited to: Books 2, Videos 2 Posters 2 Equipment 10 | Books/Videos 6 wks Posters /Equipment 6 wks | Remote Services Books/ Videos 8wks Posters /Equip 8wks |
| Students | 5 Items on Loan at any one time Limited to: Books &, Videos | Books/Videos 6 wk | Remote Services Books/ Videos 8wks |

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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 Cards:

Membership cards showing borrower name, borrower number, expiry date and membership type 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 \$5.00 for replacement of a damaged or lost plastic hanging bag.

Damaged or lost plastic tubs / containers will be charged at \$25.00 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 48hrs 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 6 Weeks Videos 6 Weeks Posters 6 Weeks Equipment 6 Weeks | Books 8 Weeks Videos 8 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 6 Weeks Videos 6 Weeks Posters 6 Weeks Equipment 6 Weeks | Books 8 Weeks Videos 8 Weeks Posters 8 Weeks Equipment 8 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.**