

Library Membership Conditions of Use

MEMBERSHIP

1. Membership is available to anyone who lives, studies or works in the Western Isles.
2. Visitors (if resident for less than 3 months) can apply for limited membership on receipt of a deposit as guarantee of return of borrowed items.
3. Children under 16 years can only be registered as members by a parent or guardian who will be responsible for items borrowed and any charges incurred.
4. On satisfactorily completing the membership form a library card will be issued.
5. Members must notify the library if they change their name or address.

LIBRARY CARD

6. Library cards can be used at any Western Isles library including the mobile libraries.
7. Library cards must be produced in order to borrow items or use a computer
8. Members must notify the library as soon as possible if they lose their library card. A charge will be made for a replacement card.

BORROWING ITEMS

9. The loan period for most items is 3 weeks. This period may be reduced for books in demand and reserved items.
10. Items on loan must be returned or renewed by the due date. Items can be renewed in person, by phone or online. Items may only be renewed three times and no extension will be granted to reserved items.
11. Members are responsible for all items borrowed on their cards and for any charges incurred.
12. Any items borrowed or charges incurred by children under 16 years old are the responsibility of their parent or guardian.
13. Once a child turns 16 years, any charges on that child's card will be transferred to the card of their parent or guardian. If the parent or guardian is not a library member, an invoice will be submitted for payment.
14. If items are not returned or paid for, membership may be suspended or curtailed. This may include not allowing the user to borrow any more items or use library facilities until their account is cleared.



INTERNET

15. Computer and Internet use is conditional upon compliance with the Comhairle nan Eilean Siar's Computers and Internet Terms and Conditions of Use.
16. Children under 16 years may only use a computer and access the Internet with the signed permission of a parent or guardian. In authorising a child's card for Internet use the parent or guardian assumes complete responsibility for the child's use of this service.

CHARGES

17. Some audio visual items are subject to a hire charge which will be made at the prevailing rate.
18. Members are responsible for the replacement value of any item lost or damaged whilst on loan to them.

REQUESTS

19. Books in stock may be reserved at no charge. Books not in stock may also be requested on payment of a non-refundable administrative fee. There may be an additional charge for items obtained from outside the library authority. Western Isles Libraries does not guarantee to supply every item requested or to supply it within a certain time.

GENERAL

19. Children under 8 years must be accompanied by a parent at all times.
20. Mobile phones should not be used within library premises.
21. Food and liquids are not allowed near the computer facilities.
22. Anyone whose behaviour is destructive or disturbing to any other user will be requested to leave the premises and may be temporarily or permanently barred from using the library.
23. Members who breach the **Membership Conditions of Use** or the **Computers and Internet Terms and Conditions of Use** may have their membership suspended.

