

RULES AND REGULATIONS

Updated April 2010

MEMBERSHIP

The library is open to everyone who lives, works or has an interest in West Lothian. You are encouraged to become a library member in order to make full use of the facilities available.

Children may join the library at any age and their application must be countersigned by a parent or legal guardian. Children who wish to transfer to the adult library may do so at the age of 12 or when they start to attend secondary school, provided their application form is countersigned by a parent or legal guardian.

Adults aged 16 and over may join by showing two forms of identification, one of which must contain both their name and address, and the second just their name.

Membership cards are non-transferable and we will hold you liable for items borrowed against your card, unless you tell us the card is lost. You should always show your membership card when you borrow an item. Any change of circumstance (like change of address, telephone number, e-mail address, etc.) must be notified as soon as possible.

The Library Manager or senior member of staff on duty has the authority to deny you access to the library if you behave in an anti-social or disruptive manner. This includes behaving in any way to hinder staff from carrying out their duties or prevent other members of the public from enjoying the services provided in the library.

LOANS AND HIRES

You may borrow up to 20 items, including music CDs and DVD movies. You may hire DVD movies if you are aged over 16, or if you are over 12 and you have written permission from your parent or guardian.

You may have free use of the library computers once you have read and signed the acceptable use policy, although a charge will be made for printing. If you are under 16 your application to use the computers must be signed by a parent or guardian. Computers are issued for hourly sessions, but you can extend the session if no-one else is waiting. You may book a computer a week in advance of when you want to use it.

The normal loan period for books, music CDs, talking books and CD-ROMs is 3 weeks, but you may extend loans if there is no waiting list for the item(s). Reference books and periodicals are normally only for use in the library, but permission for home use may be given at the discretion of the Library Manager. You should return most DVD movies by the close of business on the next working day, although some are issued for longer.

Most items can be borrowed from the library free of charge, but we will charge you to hire music CDs and DVD movies. We also charge for any items kept beyond the specified loan period. The current rates of charges are displayed in all libraries. If you are aged under 20 or over 60 you are exempt from overdue charges on most items, but you are liable for extra day hire charges on DVD movies and music CDs.

RESERVATIONS

You may reserve most items on payment of the appropriate non-refundable reservation charge, although if you are aged under 20 or over 60 you are exempt from the standard request charge. Concessions may apply for inter-library loans. If you request an item you must collect it or tell us promptly if you no longer require it.

PAYMENT OF CHARGES

You must pay the replacement costs of any item(s) lost or damaged while on loan to you. Parents or guardians of children are required to pay the replacement cost of any item(s) lost or damaged by the child for whom they have signed an application form. If you fail to pay charges or return borrowed items we will withdraw your library membership, and may refer your account to a debt collection agency, which could affect your credit rating.