

Rules of the libraries

1. Membership

1.1 Membership of the Library is free and open to anyone on completion of a membership form and showing two forms of identification, one of which must include the prospective member's current residential address, the other their signature. Membership details and personal information are kept confidential to MPDC and its agencies in accordance with the Privacy Act 1993.

1.2 Applicants aged less than 18 years of age must have their membership form signed by an adult who agrees to take responsibility for their usage of library materials and equipment, including information accessed electronically (internet).

1.3 The Library must be informed immediately of the loss or theft of a library card; or of a change of name or address. There is a charge for replacement of any lost card.

1.4 Members are responsible for any materials borrowed on their card, for ensuring that they are returned on time and keeping their accounts free of debt. Library privileges will be suspended if library rules are not followed.

1.5 Members must present their library card in order to access services or borrow library materials.

2. Loans & resource use

2.1 Up to twenty items may be borrowed on each library card. Librarians may limit the number of items in some cases.

2.2 Loan periods for items vary. Items may usually be renewed provided no other user is wishing to use the item. All rental fees must be paid for at the time of issue. Booking up charges is not permitted.

2.3 Items must be returned during library opening hours to the front counter, or when the library is closed through the after hours slot. Items not received by the Library on or before the due date will incur fines.

2.4 Any lost or damaged item will be charged for at the cost of the item plus an administration fee. Damage which can be repaired will be charged for at an amount determined by library staff.

2.5 The Library attempts to keep non-book (tapes, dvd, cdrom etc) materials in good repair. However, the Library accepts no responsibility for any damage to borrower's equipment or data when using Library equipment or resources.

2.6 The library accepts no responsibility for damage or loss to user's data or devices when they are using the libraries' internet or electronic resources, etc.

3. Reserves / Holds

3.1 If the item you require is not available a reserve may be made for it. The fee is payable when the item is collected. The borrower will be informed by telephone or email when it is available for collection. If the item is not collected within 7 days the item will be released for circulation and the hold fee will be added to the member's account.

3.2 The Library may endeavour to purchase requested items not held in the collection if the requested titles are in line with the Library's Collection Development Policy. The standard hold fee will still apply to these requests.

3.3 Borrowers may request items held in other New Zealand libraries to be interloaned for their use. The borrower will abide by any lending criteria imposed by the lending library and pay any costs imposed by the lending library.

4. Conduct in the Library

4.1 Smoking is prohibited Eating, including chewing gum, and drinking may be prohibited in the library.

4.2 Library members and visitors are expected to behave in a manner which will not inconvenience or annoy other patrons.

4.3 Library staff have the right to ask that anyone behaving inappropriately to leave the building and to refuse them service. People who behave in an inappropriate manner may be refused entry to the library for a specified period.

4.4 Library staff reserve the right to deny access to anyone misusing computer facilities or other equipment in any manner, including tampering with settings; displaying material judged to be inappropriate for viewing in a public place; or any other unacceptable behaviour.

4.5 Children should always be accompanied by an adult and should not be left on their own in the library. It is an offence for children under the age of 14 years to be left in the library without reasonable supervision or care (section 10 B of the Summary Offences Act 1981). The safety of children who are not supervised by a caregiver does not rest with the library staff. If it becomes evident that children have been left unsupervised, the Police may be contacted.

4.6 Hawking of goods is not permitted in the library.