

Terms of Library Membership

1. Membership is open to residents (and to non-residents upon payment of any fees outlined in the current Fees & Charges schedule), on completion of a membership form and two forms of approved identification, one of which is photo ID, and one of which includes current residential address. Membership and personal information are kept confidential to Matamata Piako District Council and its agencies (i.e. debt collection services if necessary) in accordance with the Privacy Act 2020. Refer to the [Library Privacy Statement](#) available on our website and in our libraries.
2. Applicants aged less than 18 years will have their membership form completed by an adult who agrees to take responsibility for their usage of library resources and equipment, including information accessed online.
3. The library may ask for an alternative contact if the applicant cannot provide a daytime phone number or sufficient contact information. Applicants must have the consent of the contact that they have named for this purpose.
4. Members are responsible for:
 - a. resources borrowed on their card, including keeping them in good condition and returning them on time to any of our three libraries
 - b. paying any fees associated with their borrowing – fees are due for payment at the time the fee is incurred, and should be paid within 14 days.
 - c. taking responsibility for their library membership number. This includes: bringing their library card with them when they visit the library, or having a record of their library card with them.
 - d. informing the library of a change of name, or change of address
 - e. informing the library of the loss or theft of their library card
 - f. annually confirming their contact details are correct and having nothing owing on their account, so that their membership can be extended for another year – the library will notify members when renewal is due, if your correct contact information has been supplied.
5. Members can borrow up to 50 items. Library staff may limit the number of items in some cases, or may limit the number of items of topics in high demand.
6. Items not returned, or returned damaged, will be charged for at the original cost of the item plus an administration fee. Damage which can be repaired will be charged for at an amount determined by a Library Team Leader or District Library Manager.
7. Members will behave co-operatively and considerately in the library, respecting the rights of others, both staff and other customers, and respecting the library as a community space. People who behave inappropriately may be asked to leave by library staff, or may be refused service.
8. Children will be accompanied by an adult and will 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 10B of the Summary Offences Act 1981). The safety of children who are not supervised by a caregiver does not rest with library staff. If it becomes evident that children have been left unsupervised, the Police may be contacted.
9. Smoking, vaping, eating, drinking (other than water) and hawking of goods is not permitted in the libraries.