

# Bulk Loan Membership Agreement

## Schools

Details	
Name of School:	
Name of Principal:	
Street address:	
	Postcode:
Postal address (if different):	
Contact number:	
Email address:	
If this is a membership specific to a school class:	
Teacher name:	Class Year identifier:

1. Bulk loans from City of Joondalup Libraries are reserved for schools which operate within the City of Joondalup local government area. Applications from schools outside the City of Joondalup must be referred to the Senior Librarian for consideration
2. A teacher can apply for an Institutional Membership with their Principal's approval.
3. Schools must provide a request for membership on school letterhead, or by email showing the Principal's approval.
4. The teacher's membership card must be produced by an employee of the organisation when borrowing items. No exceptions will be made to this condition.
5. Teachers are requested to choose their own items for loan, up to a limit of 20 items.
6. The service is free, however the school is responsible for the items borrowed, and will be charged for any items not returned, or damaged (fair wear and tear excluded), and any fines incurred for items not returned by the due date.
7. Once charges exceed \$10.00, lending permissions will be suspended until payment is made. The school is responsible for all costs incurred regardless of staff changes.
8. The bulk loan is for the use of the school in conducting its programs, not for the personal use of employees of the school.
9. The membership will expire after 12 months. The membership can be reactivated once all contact details are updated and confirmed.
10. Either party may discontinue the service at any time with the proviso that all items are returned and all financial liability (for lost or damaged items) is finalised.
11. A copy of the Libraries' standard Conditions of Use will be provided and apply to all library memberships, except where it is specified in this agreement.

**I have read and agreed to the stated conditions on behalf of my school**

Signature of School Principal	Date:
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