



**Casey  
Cardinia  
Libraries**

# APPLICATION FOR MEMBERSHIP

I apply to join the library and agree to the conditions of use of Casey Cardinia Libraries (overleaf), including the Internet Conditions of Use. I accept responsibility for any library materials borrowed on my membership or guarantor card/s and any charges incurred in using the library.

PLEASE PRINT CLEARLY

MISS / MS / MRS / MST / MR / MX                      FIRST NAME \_\_\_\_\_

LAST NAME \_\_\_\_\_ PREFERRED FIRST NAME \_\_\_\_\_

POSTAL

ADDRESS \_\_\_\_\_

POSTCODE \_\_\_\_\_

RESIDENTIAL ADDRESS IF DIFFERENT TO POSTAL

ADDRESS \_\_\_\_\_

POSTCODE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ MOBILE \_\_\_\_\_

WORK PHONE \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ M / F

EMAIL ADDRESS [print clearly -write it as it would be typed]

Would you like to receive Library Notices by -                      Email / SMS / Phone (*Circle preference*)

PERSONAL IDENTIFICATION NUMBER - (*PIN can be 4 - 10 characters with no spaces e.g. 1234*)  
PIN. \_\_\_\_\_

Other Language Read/ Spoken at home (for statistical & collection purposes) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TO BE COMPLETED BY PARENT OR GUARDIAN FOR APPLICANTS UNDER 18 YEARS

NAME OF GUARANTOR: \_\_\_\_\_ MISS / MS / MRS / MR / MX

ADDRESS IF DIFFERENT \_\_\_\_\_

POSTCODE \_\_\_\_\_ PHONE \_\_\_\_\_

Would you like to receive their Library Notices by -                      Email / SMS / Phone (*Circle preference*)

OFFICE USE ONLY

MEMBERSHIP NUMBER A \_\_\_\_\_

LICENCE NO. \_\_\_\_\_ OTHER ID \_\_\_\_\_

DATE \_\_\_\_\_ STAFF NAME \_\_\_\_\_

## OTHER FAMILY MEMBERS (UNDER 18) WHO WISH TO JOIN

FIRST NAME. \_\_\_\_\_ LAST NAME. \_\_\_\_\_

PREFERRED FIRST NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ M / F

MEMBERSHIP NUMBER A \_\_\_\_\_ PIN \_\_\_\_\_

FIRST NAME. \_\_\_\_\_ LAST NAME. \_\_\_\_\_

PREFERRED FIRST NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ M / F

MEMBERSHIP NUMBER A \_\_\_\_\_ PIN \_\_\_\_\_

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### Conditions of Use

Membership is FREE but proof of identity and current address is required. When you join the Casey Cardinia Libraries, you agree to:

- Be responsible for all items borrowed on your card or any card held by your children or dependents under the age of 18.
- Applicants under 18 years old must have their membership signed by a parent or guardian to act as guarantor and accept responsibility for items borrowed.
- You need your library card to borrow items.
- Please tell us if you change your address details (you will need to show proof of your new address).
- If you lose your library card, please tell us straight away so we can 'stop' the card and make sure no one else can use it. There is a small charge to get a new card.
- Return or renew items by their due date. Overdue fines apply for late items. Lost or damaged items must be paid for.

### Code of Conduct

Casey Cardinia Libraries is committed to provide inspiring spaces where everyone is free to discover possibilities. We want everyone using our libraries to feel welcome and safe.

The Golden Rule - Respect the rights of all library users to have an enjoyable and pleasant experience.

Public libraries have changed a lot in recent years so we want you to know that when accessing library services and equipment:

1. Our libraries are shared spaces where everyone can come together to read, create and learn.
2. We love sharing our stuff, but you need to be a member to borrow items or use equipment – so join the library - it is free!
3. We love good humour and it is ok to have fun in our libraries. Happy noise is OK, but yelling is not.
4. You are welcome to bring food and non – alcoholic drinks into our library as long as you are considerate of other library users, equipment and materials.
5. As a parent or caregiver you are responsible for the people in your care at all times.
6. You are responsible for your own belongings.
7. We will get serious if your behaviour is out of line – respect our advice or you may be asked to leave.
8. We will always welcome your thoughts and ideas on how we can improve our services.

### Conditions of Use - Public PCs and iMacs

Casey Cardinia Libraries provides FREE public access to the Internet, selected Microsoft Office products and genealogy resources during opening hours at our branches. Charges apply for printing and users have the option to purchase a USB device (or you can bring your own USB device) for saving content.

- iMac computers are also available at Cranbourne, Narre Warren and Pakenham Libraries for creative uses. They have iMovie, iPhoto, Garageband and Adobe Creative Suite installed and can be booked for up to two hours. (see staff)
- Two specialty computers are available at Narre Warren and Pakenham Libraries with CAD, House Plans and Statistical Analysis software. When using this software, bookings can be made for up to two hours. (see staff)
- Bookings to use the PCs/iMacs are required and can be made by telephone or in person up to three days in advance.
- Sessions are for up to one hour per day. Extensions of time may be offered, if the PC is not booked by another user.
- Staff can provide you with some basic guidance but time constraints mean that they are not able to teach you how to use these resources.
- In addition to the conditions of use of the Library service, these conditions apply to the use of the Internet and computer workstations. You will also find a detailed terms and conditions statement displayed near the library PC workstations for your information.

If you do not agree to, or follow, these conditions of use, your library membership will be cancelled.

- Casey Cardinia Libraries is not responsible for, and no liability is accepted for, any loss or damage caused by or resulting from the use of library materials, workstations, equipment or transmission of computer viruses that may occur through use of any electronic resources.
- In no event shall Casey Cardinia Libraries be liable for any damages arising out, of or related in any way to, the use or inability to use software.