

## **Library Rules and Regulations** (Updated May 2018)

### **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 will become teen members once they reach their 12<sup>th</sup> birthday or when they start to attend secondary school, and will have access to the adult library.

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

Adults may also join online through the council website, but must still visit the library to provide identification and collect their membership card.

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, email address etc) must be notified as soon as possible.

If you behave in an anti-social or disruptive manner including hindering staff from carrying out their duties or preventing other members of the public from enjoying the services provided in the library, action under the Council's Unacceptable Actions Policy may be taken and could result in you being banned from library premises.

## **LOANS**

You may borrow up to 20 items

You also have free access to eBooks, Digital Magazines and Digital Talking Books, which can be downloaded to a variety of devices. Full information and guidance is available on the website.

The normal loan period for books and talking books is three weeks, but you can extend loans if there is no waiting list for the item(s).

You have free use of the library computers once you have read and accepted the acceptable use policy, although a charge will be made for printing (concessions apply). Computers are issued for hourly sessions, but you can extend the session if no-one else is waiting. Computer bookings can be made one week in advance of when you want to use it. They can be used on a one off basis without registering as a library member but you must register as a library member at your next visit.

## **RESERVATIONS**

You can reserve most items in West Lothian Libraries and there is no charge for making a request. 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 or supply a new replacement copy of any item(s) lost or damaged while on loan to you or which you do not return. Parents or guardians of children are required to pay the replacement cost of any item(s) lost or damaged or not returned by the child for whom they have signed an application form. If you fail to pay charges or return borrowed items, we will suspend your borrowing rights.

## **HOW WE WILL USE YOUR PERSONAL INFORMATION**

For full details please refer to the Library Privacy Notice, this is available on display in the library and online, we would encourage you to read this. We will on occasion have the need to contact you to advise on overdue items, requested items and pre-overdue notices – this will be done by email, phone or letter, providing you have given consent. We will on occasion also have the need to contact you by email and electronic newsletter regarding the provision of eServices, for marketing and customer feedback purposes and to keep you informed of new products and events, providing you have given consent.

[Library Privacy Notice](#)