



Educational Institution Bulk Loan

Membership Agreement

City of South Perth Libraries

Name of School	
Principal	
Street Address	Post code
Postal Address (if different)	
Contact Telephone	Fax
Email contact	
Name of teacher requesting membership	Class year identifier
Other teachers authorised to use card	Class year identifier

1. Bulk loans from City of South Perth Libraries are restricted to schools which operate within the City of South Perth local government area. Schools outside this area will not be considered.
2. A school can apply for a Bulk Loan membership, with their Principal's approval.
3. Schools must provide a request for membership on their school letterhead, signed by the Principal.
4. The school membership card will be kept at the lending library nominated by the school (ie South Perth or Manning Library). The teacher must show ID and be listed on the membership account when borrowing items. No exceptions will be made to this condition.
5. Schools are requested not to borrow multiple resources on a specific subject e.g. Christmas, Easter due to size of these collections.
6. Schools are requested to choose their own items for loan, up to a limit of 20 items. Library staff can assist with the selection of materials if the request is made using an Assignment Alert sheet.
7. The service is free, however the school is responsible for the items borrowed, and will be charged for any items not returned, or damaged, and any fines incurred for items not returned by the due date. **Note:** Once charges exceed \$4.50, lending permissions will be suspended until payment is made. The school is responsible for all costs incurred, regardless of any staff changes.
8. The bulk loan is for the use of the school in conducting curriculum activities, not for the personal use of teachers.
9. The membership will expire at the end of each school year. The membership can be reactivated in the following school year once all contact details are updated and confirmed.
10. Either party may discontinue service at any time with the proviso that all items are returned, and all financial liability is finalised.

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

Signature Principal

Date