

The following terms and conditions apply to using West Gippsland Libraries Foster outside its normal opening hours. These conditions are to ensure the safety and security of everyone using the library.

The applicant is required to use all West Gippsland Libraries (WGL) facilities in accordance with the following terms and conditions. WGL reserve the right to refuse or accept any or all applications and may disregard any requests not made within the terms of this agreement.

Our Child Safety Commitment

The West Gippsland Libraries is committed to the safety and wellbeing of all children and young people.

Your Responsibilities

1. Regular library membership regulations and customer behaviour guidelines apply at all times.
2. The key tag remains the property of WGL at all times and must be returned if requested. You must immediately report a lost or stolen tag to WGL as soon as you become aware of the missing tag.
3. Upon approval of 24 hour access and completion of a building and safety induction, your key tag will be activated and ready to use. If you have trouble using your key tag, please consult a staff member during standard opening hours or send your enquiry to facilities@wgrlc.vic.gov.au
4. The applicant is responsible for the use of the key tag issued including unauthorised use by other parties. Misuse of the key tag will result in your 24 hour access membership being cancelled and the loss of the joining fee.
5. The key tag is for your use only. You must not share the tag with any other person.
6. Tail gating will not be tolerated. At no time are you to allow others in the library using your access tag. All others entering the library must have their own 24 hour access tag.
7. WGL Foster is under 24/7 CCTV surveillance. Please be aware that you will be recorded when accessing the library. Respect other patrons who may be in the library at all times.
8. You must respect WGL and its collections at all times. The library must be left clean, neat and tidy. Do not leave food wrappers or drink containers throughout the library.
9. Returning Items – please return via the outside returns shute. Do not leave items on the desk for staff.
10. Borrowing Items – any items you wish to take home, must be borrowed through the self-check system.
11. If the self-loans kiosk is not operating, a paper based system will be available for you to record your library membership and item barcodes for entering by library staff at a later time.
12. Alcohol and smoking is not permitted in any WGL buildings and smoking is not permitted within 10 metres of the main entrance.
13. When accessing the library outside normal opening hours, your tag must be swiped to gain entry and again when leaving the building. This is for your safety and security, as well as ours. Do not exit the building without swiping your key tag, even if someone is leaving a head of you. All tags must be swiped upon entry and exit.

14. Do not hold the door open to allow others in, even if they have their own key tag. They must also swipe to enter and exit the building during after hours access.
15. If you are in the building when the library closes to non-members and the staff member is leaving, you are required to leave the building and re-enter using your key tag. This is to ensure your membership is registered as being on the premises.
16. Emergency procedures and floor plans are posted throughout the library. Please take notice of where your nearest emergency exit route will be.
17. **Exit door** – if the door does not open and allow you to exit when swiping your tag, press the **red** exit button located near the main door. **Warning**– this action will temporarily suspend your tag membership. Please visit the library during normal opening hours to have your tag reactivated.
18. **EMERGENCY EXIT** – in the case of emergency, press the **BREAK GLASS** button at either door. **Warning** – the alarm will sound and security will be notified. Use this in emergency situations only.
19. Do not enter the building if you feel unsafe. Be aware of your own personal safety at all times.

I,(name)

Library membership number

agree to the above conditions of use and accept the responsibility of have an after-hours access key tag to West Gippsland Libraries Foster.

Signature Date

Key tag Number.....

Key tag Returned

Signature Date Staff Signature:

Card Refund processed (\$30).....

Applicant Details – at least two forms of ID are required.

Full Name: As it appears on ID		
Acceptable ID include: (please circle)	Drivers Licence / Passport / Medicare Card / ATM Card / Healthcare Card / Utilities Account / Student Card / Other.....	
Residential Address:		
Postal Address: If different to residential		
Date of Birth: Must be over 18 years		
Contact Number:	Home:	Mobile:
Email:		
Emergency Contact:	Name:	Number:
Library Membership No.		

Applicant Signature

The applicant must be an existing West Gippsland Libraries member, a member of another Swift library or join as a new member. The applicant agrees to pay the joining fee of \$30 to activate the key tag access. The joining fee is refundable upon return of the key tag. If the tag is lost or stolen, the applicant agrees to notify West Gippsland Libraries as soon as practicable. An additional cost of \$30 is incurred for a replacement tag.

Name (please print)	
Signature	
Date	

Privacy: Any personal information provided by you on this form is being collected by West Gippsland Regional Library Corporation for business and accounting purposes. The information has been provided voluntarily. If you do not provide it, West Gippsland Regional Library Corporation will not be able to accept your application. The information will be stored securely. You may access or correct your information by contacting West Gippsland Regional Library Corporation, 65 Victoria St, Warragul VIC 3820.

Office use only			
Key Tag Serial Number:			
Conditions of Use - signed and returned by applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Induction completed by applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the Applicant an existing SCM user?	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$30 joining fee received? Note - existing SCM users of more than 12 months are exempt from fee	<input type="checkbox"/> Yes <input type="checkbox"/> No
Staff Member:			