

## Library Membership Policy 2023

Anyone with a permanent residential address in the Bailiwick of Guernsey can become a member of the Guille-Allès Library or its community libraries. Anyone without a permanent residential address may use the Library as a visitor. Payment of a returnable deposit of £15 is required for visitor membership.

Anyone under the age of 16 who wishes to join will need the agreement and signature of a parent or guardian who agrees to act as Guarantor for that child's use of the Library, including use of the internet. A Guarantor can be aged under 16 if they are the parent of the child.

### The status of Guarantor

It is not essential for the Guarantor to hold Library membership. The Guarantor agrees to take responsibility for the child's use of the Library and will receive correspondence relating to that child's use eg notice of overdue items, unacceptable behaviour, or computer use. In the case that a responsible adult in an official capacity has agreed to act as Guarantor for a child in care, the Guille-Allès Library accepts that the individual does not have personal responsibility for that child's Library use.

### Membership entitlement

- Loan of:
  - Books
  - Language CDs
  - Spoken word CDs
  - Jigsaws
  - Information and entertainment DVDs
- Download of eBooks, eAudiobooks and online magazines, newspapers and comics
- Use of online reference services and other digital resources
- Use of newspapers and periodicals in the Library
- Use of Library computers including internet access
- Use of the Fab Lab
- Requests and reservations
- Inter-Library Loans (charges apply)

### Methods of joining the Library

#### Joining in the Library:

Applicants are required to complete a joining form. On completion they will be given full Library membership. Under-16s should be accompanied by their Guarantor to complete the joining process.

#### Online joining:

An online joining form can be completed via the library website ([www.library.gg](http://www.library.gg)). Once completed a temporary membership number will be supplied which allows users to access some services. To complete the process and become a full member, the applicant will need to visit the Guille-Allès Library within 2 months and exchange the temporary membership number for a permanent library

card. Children under the age of 16 cannot join online as the Guarantor is required to agree to the membership.

If a customer indicates that they are not able to physically visit the library to complete the joining process, a member of Library staff will telephone them to complete identity checks and will send the library card to them.

**Terms and conditions of membership:**

- The Library member is responsible for all items borrowed on their library card and for any access to the internet in the Library.
- The Library member should bring their card to the Library in order to borrow items.
- Library membership is not transferable to any other person.
- Use of the Guille-Allès Library and its community libraries is subject to its Rules and other conditions of use, including Library policy in relation to public use of the internet.
- At the point of joining, customers are asked to agree to observe the Rules of the library. Copies of the Rules are available in the Guille-Allès Library and its community libraries and also on the website.

**Restriction or withdrawal of library services:**

Failure to comply with the terms and conditions including Library policies and Rules may result in the withdrawal of membership or the withdrawal of access to some library services.

**How customer information is used:**

The Guille-Allès Library uses a shared library management system which stores borrower records on a database. This data will only be used for the purposes of managing the customer's Library use and is used in a way that protects their privacy.

The Guille-Allès Library handles information in accordance with the General Data Protection Regulation 2018.