

Library staff are not responsible for children of any age left unattended in the library.

The Library has zero tolerance for any disrespectful behaviour towards staff or other users. Library staff may ask any user to leave the premises if inappropriate behaviour is displayed. CWT reserves the right, without notice, to restrict or ban physical access to library materials and facilities for a period of 24 hours to three months.

#### Security and personal property

Closed Circuit Television (CCTV) is used to monitor and record public areas in the Hamra Centre building/Library and Auditorium for crime minimisation and security purposes. This footage may be viewed by the CWT and provided to external authorities when necessary or when required by law.

The library accepts no responsibility for any damage to user's own equipment while using library materials or the safety and security of personal belongings brought into the library by users.

Any unclaimed item of personal property that is found by library staff will be disposed of after one month.

## Use of technology

By giving permission for their child to access the electronic services at West Torrens Library, parents/guardians acknowledge that there is no filtering on the internet provided and as their guardian, they are responsible for materials accessed by their child.

All users may use the free Wi-Fi network and the public internet computers under the terms of the 'One Card' network.

Some activities are unlawful, and therefore prohibited, including pornographic and offensive material.

## Cancellation of membership

Membership expires if no items have been borrowed for three years.

Users may cancel their membership at any time provided that all items have been returned and all outstanding amounts have been paid.

# West Torrens Library Service

## Conditions of use



West Torrens Library Service  
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# Membership

Any person who has an operational SA Public Library Network (SAPLN) One Card membership may use the City of West Torrens (CWT) Library Service and/or use the internet enabled devices under the terms of the 'One Card' network.

Over 18 years - Membership of the Library Service is open to any resident of South Australia (SA) with proof of residential address which is recognised by SAPLN.

Under 18 years - Must have a parent/guardian, with official proof of residential address, who agrees to be responsible for all items borrowed and fees incurred or, documentation demonstrating independent living arrangements and join as an adult member.

If there is insufficient documentation to meet the minimum requirements, a temporary membership may be assigned.

Temporary membership may be granted to any visitor to SA with official identification.

Restrictions to the number of items allowed to be borrowed apply to temporary membership.

The user's signature will be taken as proof that they are aware of, understand, accept and comply with the Conditions of Membership & Use of Library Facilities (Conditions). The Conditions also apply to

'One Card' members who have joined at another South Australian public library but use the services and facilities of the CWT Library Service.

Personal records will be kept confidential and not be disclosed other than when they are required by law.

Members are required to advise staff as soon as possible of any change in membership details or the loss of their West Torrens Library card.

## Borrowing

All users are required to show a SAPLN One Card library membership card to borrow, renew or request items. Identification, such as a valid driver's licence, and proof of age must be provided if requested.

The user shall accept full responsibility for library materials borrowed in their name, return them by the due dates and pay any charges incurred. The responsibility lies with the parent/guardian if the borrower is under 18 years of age.

An extension of the loan period will not be granted if the item has been requested by another user.

Users should inform library staff within 24 hours of borrowing if an item is found to be damaged or incomplete or costs may be applied.

Outstanding fines, fees or items may result in the restriction or limitation of borrowing and membership privileges. Records of members who owe fines and fees are retained until resolved or are cancelled at the direction of the CWT.

The CWT reserves the right to raise a debt for any loss or damage to an item. A debt collection service may be used to recover items if deemed appropriate by the CWT.

## Use of library facilities

### Behaviour

Users must obey lawful directions from library staff.

Library facilities, materials and equipment must not be manipulated, altered or damaged in any way by library users.

Adults/parents/guardians are responsible for the behaviour of any children under the age of 18 years in their care while in the library and should ensure their behaviour does not adversely affect the comfort, safety and needs of other library users.

Children under 10 should always be accompanied and adequately supervised (ie. within sight) by a parent, guardian or caregiver who is a responsible person of at least 16 years of age, whenever they attend the library.

