

LIBRARY USER TERMS, CONDITIONS AND GUIDELINES

Joining the Library

- The information you supply on registering as a member of the library must be accurate.
- If any details change, you must take steps to update your library record.
- You are responsible for your library card and PIN.
- Any person found to have deliberately given false information when joining, or knowingly removing items from the library without using their library card, may lose borrowing privileges, be excluded from Borough of Poole Libraries or be prosecuted.

Borrowing Items

- You undertake to take care of all library items you borrow and to make good any loss or damage according to current library charges.
- You undertake to respect due back dates when returning and renewing items, particularly those requested by other users. You may make only three renewals by telephone or online.
- You agree to pay charges on overdue items. (In the case of CDs, videos, DVDs and PlayStation games, one-day late return will incur the charging of a further hire period).
- If you ignore a written request to return outstanding items, a bailiff may be sent to retrieve these items on behalf of the library service.
- A replacement charge will be made for lost items.

Use of IT Equipment

- All IT users must abide by the Conditions of Use displayed on the screen. These cover violation of the law by transmission of copyrighted material, threatening, obscene or pornographic material, interference with hardware, virus checking software or any behaviour deemed to be inappropriate.
- Anyone found abusing the computer facilities will be prohibited from using the system in the future.

Behaviour in the Library

- Your use of the library should not cause offence or disturbance to staff or other library users, and inappropriate behaviour may result in exclusion from Poole Libraries and possible prosecution.
- The library seeks to create and maintain a positive and productive environment in which people treat each other, the staff and library materials with respect, dignity and courtesy.