FREE LIBRARY CARD
APPLICATION FORM

JAPANFOUNDATION
BRINGING JAPAN TO YOU

You must be able to show library staff:

- Proof of name.
- Proof of **current AUSTRALIAN address** (residing in Australia).
- Applicants aged 15-17 (inclusive) require a guarantor (Don't use this form. Use the "Junior Library Membership" application form).

FOR OFFICE USE

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Title: □ Mr □ Miss □ Mrs □ Ms □ other:

First Names:

Surname:

Date of Birth: d d / m m / y y y y (Must be 18 years of age or over)

Email:
(Please be careful with "1", "l", "0", "o", "O")

Mobile:

Home / other phone:

Home address:

State: Postcode:

Mailing address:
(if different to above)

LIBRARY CARD REGULATIONS

1. Must be aged 18 or older.
2. Card is valid for 24 months.
3. You may not lend or transfer your card to another person.
4. You must notify The Japan Foundation of a lost card or any change in contact/personal details.
5. A maximum of 5 items may be borrowed for a period of 3 weeks.
6. Loans may be renewed up to 2 times for a further 3 weeks (unless the item has been reserved by another library user) by contacting the library before the due date. The due date will be extended for another 3 weeks starting from the day that you contact us to renew the item.
7. Use of library resources must be conducted within the guidelines of fair dealing with copyright works.
8. All items must be returned in the same condition in which they were borrowed. Please rewind video and audio tapes and place them in their correct cases.
9. You may return loan items by parcel post or courier at your own expense. Please retain your delivery tracking number until we confirm delivery.
10. Returned items may not be re-borrowed on the same day that they are returned.
11. You agree to pay any fees and charges prescribed by the library. The current overdue fine is 10 cents per item per day late.
12. If you have outstanding overdue items and/or fines, you will not be able to borrow further items until the outstanding items are returned and/or the fines are paid.
13. Loss of, or irreparable damage to library items, requires you to source the replacement or be invoiced for the full replacement value.
14. The library reserves the right to terminate borrowing privileges and/or use of the library for misconduct such as (but not limited to): vandalism; causing a disturbance, excessive/repeated overdue loan returns.

I have read the above library regulations and agree to abide by the conditions of this library

---------- Signature

---------- Date

---------- First language (optional)