



RULES AND REGULATIONS

MEMBERSHIP

The library is open to everyone who lives, works or has an interest in West Lothian. Regular visitors are encouraged to become library members in order to make full use of the facilities available.

Children may join the library at any age and must have their application countersigned by a parent or legal guardian. Children who wish to transfer to the adult library may do so at the age of 12 or when they start to attend secondary school, provided their application form is countersigned by a parent or legal guardian.

Adults aged 16 and over may join by showing two forms of identification, one of which must contain both their name and address.

Membership cards are non-transferable and members will be held liable for items borrowed against their card, unless the card is reported lost. To borrow an item customers should always show their membership card. Any change of circumstance, e.g. address, telephone number, e-mail address, etc. should be notified as soon as possible.

The Library Manager or senior member of staff on duty has the authority to deny access to the library to any member of the public who behaves in an anti-social or disruptive manner. This shall include behaving in such a way as to hinder staff carrying out their duties or preventing other members of the public from enjoying the services provided in the library.

LOANS AND HIRES

Library members may borrow up to 10 books, 4 music CDs and 4 DVD movies. Members wishing to hire DVD/VHS movies must be aged over 18, or if over 12 have parental or guardian permission.

The normal loan period for books, music CDs, talking books and CD-ROMs is 3 weeks, but loans may be extended if there is no waiting list for the item(s). Most DVD movies should be returned by the close of business on the next working day, although some are issued for a week.

Charges are made for the hire of music CDs and DVD movies.

Charges may also be made for items kept beyond the specified loan period. The current rates of charges are displayed in all libraries. Those aged under 20 or 60 and over are exempt from overdue charges, but are liable for extra day hire charges on DVD movies and music CDs.

There is a limit to the total charge payable on overdue items, with the exception of DVD movies.

Use of the computers and Internet is free to library members, although a charge is made for printing.

Unpaid charges or failure to return borrowed items may result in the withdrawal of library membership.

Reference books and periodicals are normally only for use in the library. Permission for home use may be given at the discretion of the Library Manager.

LOSS OR DAMAGE

Members will be required to pay the replacement costs of any item(s) lost or damaged whilst in their possession. Parents or guardians of children will be required to pay the replacement cost of any item(s) lost or damaged by the child for whom they have signed an application form.

RESERVATIONS

Most items not immediately available may be reserved on payment of the current reservation charge, although members aged under 20 or over 60 are exempt from this charge. Repeated failure to uplift requested items may result in withdrawal of this service from individuals.