

Library policy of Perth Sinhala School

Terms and conditions of the membership

Policy document PSSSL - LP - 01

Abbreviations / other etymologies used in this document ;

In this document The Perth Sinhalese School Library will be referred as "**PSSL**" and the (potential)members (under 18 years of age) will be referred as "**Member**" also parents/legal guardian's, will be referred as "**Guardians**"

1. 0 Gaining the membership of PSSSL

Conditions to fulfill in becoming a Member of PSSSL

1.1 Must be a current or a past student of PSSSL

1.2 A guardian of the applicant must submit a duly filled application form (stating the current residential address, contact number, etc. as per the application) -The joining documentation/application for the Perth Sinhala School would be sufficient in this regard.

1.3 There is NO joining fee to the PSSSL membership

1.4 The signing of the membership register is an acknowledgement that the parent or legal guardian will be financially responsible for all items borrowed against their dependant's membership.

1.7 Applicants below the age of 18 will be allowed to join without their parent or legal guardian's signature if:

their parent or legal guardian resides a significant distance from the applicant; or they are estranged from their parent or legal guardian

2.0 Borrowing Conditions

Terms and Conditions in borrowing books from PSSL

2.2 At one given time a member is allowed to borrow only 1(one) book.

2.3 Initial lending period will be two weeks (14 days) from the date of borrowing

2.4 Borrowing of the items should only be taken place with the guidance of the relevant Class Teacher.

3.0 Returning the borrowed items

Terms and Conditions in returning the borrowed items / penalty charges, etc.

3.2 Members or their parents/ legal guardians are responsible for returning to the PSS Library, in good condition and by due date, all items borrowed against their own membership or the membership of their dependant. The person whose name the membership is in or their parent/ legal guardian , will be charged for the cost of items that are lost, stolen or damaged while on loan to the membership.

4.0 Overdue items;

4.1 Members with items overdue by a minimum of fourteen (14) days charged with a fee of \$1.00 per extra week. This will be a flat rate irrespective of the number of days i.e. if a book is over due by 8 days in total the fee would be \$2.00, as calculated per week.

4.2 There will be no notification or reminder sent to the members or the guardians, as it will the responsibility of the individuals to return the borrowed items in time or inform otherwise.

5.0 Policy on lost/damaged borrowed items

5.1 Terms and Conditions in dealing with lost/damaged borrowed items

5.2 There will be a flat rate of \$5 which will be charged on lost or damaged borrowed items. Irrespective of the borrowed item (i.e book, magazine, etc.) this will be a flat rate fee/charge.

5.3 The penalty fees needs to be paid by cash only.

5.4 A receipt will be issued for the cash fee payments

5.5 The classification 'Damage' will be under the authority/discretion of the PSSL Management

6.0 Refunds for overdue/lost items.

6.1 The Management of the PSSL has the authority to approve the refunding of amounts to library members for extended/long overdue items that members have paid for and subsequently returned to the PSSL.

6.2 In the case of members under 18 years of age, the refund will be made to the member's parents or legal guardian

7.0 Cancellation of membership and decline application for membership

7.1 The Management of the PSSL Services has the authority to cancel/suspend/hold the membership of any member.

7.2 The Management of the PSSL Services has the authority to decline any application for the membership of the PSSL.

8.0 Policy on lending items to non members/institutions and other organizations

8.1 The representatives of organizations applying for institutional memberships must provide a letter of application addressed to the Coordinator, Perth Sinhala School. The content of the letter must indicate who will be financially responsible for items lost, damaged or stolen while on loan to the organization and be signed by the officer with the financial authority.

8.2 The Management of the PSSL Services has the authority to decline any application for the membership of the PSSL.