

# Terms and conditions of library membership

## Full Membership

- **Full library membership** is available to all adults, aged 18 and over, who live, work or are in full-time education in Fife or Kinross.

## Benefits of membership:

- Access to library resources at any of the community or mobile libraries in Fife
- Borrowing up to 15 items at any one time
- Free access to public computers (PIN required)
- Free WiFi access at all Libraries & Museums locations across Fife
- Access, from any Internet connected PC (PIN required) to your borrower account, the library's catalogue and a wide range of web based services including eBooks, eAudiobooks, eMagazines and eReference services
- Free in stock requests service
- Monthly email newsletter (if requested)

## Responsibilities:

- Any items issued on a membership card are the responsibility of the card holder
- Any change in name/address should be notified to the Library Service as soon as applicable
- Items must be returned or renewed on time. The current loan period for most items is three weeks. Renewal may be done in person, at any Fife Library, by telephone, or via your online account
- Late fees apply
- On return, items should be in the same good condition as when borrowed. Lost or damaged items are charged at full replacement cost.
- Use of the PCs should be in accordance with the Council's Computer Use Policy
- You may use a current MyFife card for library membership and must also abide by the MyFife Terms and Conditions issued with your card.
- You must take care to keep your Library/MyFife card safe and to prevent it from being lost or stolen. If you suspect unauthorised use of your card then you must report this to a member of staff.

## Teenage membership

- Teenage membership is available to all those, aged between 12 and 18, who live, work or are in full-time education in Fife or Kinross
- Benefits of membership are the same as for full membership, though Internet access is limited by exclusion from certain sites. Responsibilities are as for full membership, but there are no late fees.

## Junior/Bookbug membership

- Junior/Bookbug membership is available to all those, aged under 12, who live or are in full-time education in Fife or Kinross. Members require a guarantor – preferably a full library member.
- Benefits of membership are the same as for teenage membership, although Internet access is limited by exclusion from further sites.
- Responsibilities of membership are the same as for teenage membership. The guarantor is responsible for loss or damage.
- There are no late fees

## Proof of identity

- Acceptable proofs of identity for membership purposes are:
  - My Fife Card
  - Paper copy of Driving Licence
  - Any other official document showing name, address and signature
- Proof of address e.g. Utility bill
- Proof of signature e.g. Bank card

## Computer-only membership

- Computer only membership allows access to our Public PCs and online resources **only** and is available to anyone. Only one form of identification is required for Computer-only membership.

## Visitor Membership

- Visitor membership is available in the three age categories, for those who do not satisfy the 'live, work or are in full-time education' criteria. The benefits and responsibilities are the same but the borrowing limit is four items. Only one form of identification is required for visitor membership