**Terms and Conditions for Corporate Membership:**

**Corporate Memberships are available from OnFife Libraries for:**

* Childminders
* Private Partner Nurseries
* Youth Groups

**Corporate Membership entitles you to:**

* Borrow up to but not exceeding 15 books from our Junior and/or Teen collections.
* A loan period of 4 weeks
* Renew your books up to but not exceeding 4 times either in person or by using our online catalogue ([Home | OnFife Libraries (spydus.co.uk)](https://onfife.spydus.co.uk/cgi-bin/spydus.exe/MSGTRN/WPAC/HOME)

**Additional information for Corporate Members:**

* Corporate Memberships are subject to an annual renewal and proof of status will be asked for when joining as a corporate member or renewing your membership.
	+ Proof of status can include official registration documents for a business, group or individual e.g. Childminder registration, Scout Group official registration number
	+ We cannot accept personal documentation such as a driving license or passport
* Any books borrowed should be kept at the registered membership address.
* You are responsible for the books you borrow; any lost or damaged books will result in replacement costs being charged.
* Any books not returned or outstanding when your membership is being renewed will be regarded as lost and a replacement charge will be applied.
	+ Any unpaid charges/unreturned books will impact your borrowing entitlement, until books are returned/replaced or charges are paid in full.
* Requests for multiple copies of the same title in our Junior Fiction collections cannot be accepted on a corporate membership. Please visit Onfife.com for more information on Chatterbooks reading group sets.
	+ Multiple copies of Junior Non Fiction subjects are available on a corporate membership
		- For example; requests for multiple copies of different titles on the subject of the Victorians would be accepted.

**Terms and Conditions for Class Membership:**

**Class Memberships are available from OnFife Libraries for:**

* All Fife Council Schools
* All Fife Council Nurseries within a Fife Council school – please see Corporate Membership for standalone or private partnerships.

**Class membership entitles you to:**

* Borrow up to but not exceeding 35 books from our Junior and/or Teen collections.
* A loan period of 4 weeks
* You can renew your books up to but not exceeding 4 times either in person or by using our online catalogue ([Home | OnFife Libraries (spydus.co.uk)](https://onfife.spydus.co.uk/cgi-bin/spydus.exe/MSGTRN/WPAC/HOME)

**Class Membership use policy:**

* Class memberships are subject to an annual renewal. Each class membership must be registered with a named person/teacher and include the name of the school. Details must be updated at the start of each academic year.
* All books borrowed should be kept at the registered school address.
* All books should be returned before the end of the academic year in June.
* You will be responsible for the books you borrow, and any lost or damaged books will result in replacement costs being applied to your membership.
* Any books not accounted for in June will be regarded as lost and a replacement charge will be applied.
	+ Any unpaid charges/unreturned books will impact your borrowing entitlement, until books are returned/replaced or charges are paid in full.
* Requests for multiple copies of the same title in our Junior Fiction collections cannot be accepted on a class membership.
	+ Multiple copies of Junior Non Fiction subjects are available on a corporate membership
		- For example; requests for multiple copies of different titles on the subject of the Victorians would be accepted.