**DANCES WITH DOGS CLUB QUEENSLAND INC**

**LIBRARY LOANS REQUEST FORM**

|  |  |  |
| --- | --- | --- |
| **Type (eg DVD/book)** | **Title** | **Author/artist** |
|  |  |  |
|  |  |  |

Requested by (please print or type name): ………………………………………………………………………………………

Address: ……………………………………………………………………………………………………………………………………………

Email: ………………………………………………………….. Phone: …………………………………………………….

To be **[ ]** Posted to member (Please tick relevant box)

 **OR
 [ ]** Collected by member at competition on ……./………../………. or whenever the item is

 next available.

Administrative fee of $........... (please insert) made [ ] by EFT payment on …../……./…….

 OR

 [ ] on collection of loan item.

I have read and submit this request in accordance with the DWDCQ Library Loans Policy.

………………………………………………………………….. Date …../…../…..

 Signature

**EXTRACT FROM LIBRARY LOANS POLICY**

1. **Conditions of borrowing**
	1. Any member may borrow a maximum of two items from the library at any one time.
	2. The duration of any loan will normally be a maximum period of two calendar months, but members are asked to return any loan item as soon as they have finished using it. It is the responsibility of the borrower to ensure the return of the item(s) within that two month period. In the event of cancellation of a competition (at which a DVD would normally have been returned), the member may contact the Loans Officer to request an extension of the loan period and discuss arrangements for return of the item.
	3. Normally, items will be loaned and returned at DWD competitions. At competitions loans may be transacted only within a 30 minute period from the time specified for commencement of registration/music checks/vetting.
	4. For members who are unable to attend competitions, particularly members remote from south-east Queensland, items may be despatched and returned via Australia Post, using appropriate packaging to ensure the safety of those items. All postage costs are to be met by the borrower.
	5. Loan requests must be made in writing on the prescribed form. Requests may be submitted electronically even if the items are to be collected at the next competition.
	6. Members must not to forward/transfer/provide a loan item to any other person, whether a member of DWDCQ or not. The member to whom a loan is registered is responsible for the loan item until its safe return to the Loans Officer, and for payment of any associated loan fees.
	7. **Members are expected to respect the copyright on loan items. By taking a loan item, members indemnify DWDCQ against any liability arising from their use of that loan item.**
	8. Any member who identifies a fault or defect with the loan item must notify the Loans Officer within one calendar week of its despatch by the Loans Officer. Otherwise the item will be deemed to have been in a satisfactory condition at the time of receipt of by the borrower.
	9. The DWDCQ committee may determine that the borrowing rights of any member be withdrawn in the event of recurrent late return of loans or other breaches of these guidelines.
2. **Administrative fee**
	1. There will be an administrative/handling fee for any library loan is $2 per item for the maximum duration of 2 months mentioned above.
	2. With the agreement of the Loans Officer, and subject to there being no other member on a waiting list to borrow an item, a loan may be extended for up to one further month, with a further administrative/handling fee of $2 for that extended loan.
	3. Payment should be made at the time of ordering or collection of the loan item. The correct administrative fee must be tendered.
	4. In the event of late return of a loan item, an additional administrative late fee of $2 per calendar month or part thereof will apply. Payment of the late fee must be made at the time of returning the item. Any late fee is calculated according to the date of despatch of the loan item by the Loans Officer and the date of receipt of the returned item by the Loans Officer (not the date that the member claims to have posted or otherwise have returned it).
	5. In the event that any loan item is not returned or is returned damaged, the member to whom the loan is registered will be liable for a fee of $20 per DVD (not per set).