

DANCES WITH DOGS CLUB QUEENSLAND INC

LIBRARY LOANS POLICY

1. Introduction

The Dances with Dogs Club Queensland (Inc) ('DWDCQ' or 'the Club') has established a library of DVD, CD and text resources for use by members, to support them in the development of their interest, knowledge and skills in freestyle and heelwork to music. The following are guidelines for operation of the library and, in particular, borrowing arrangements.

2. Resourcing the library

2.1 DWDCQ will purchase resources for the library; donations by individual members are also welcome. However, the library will consist only of original resources. In order to preserve the security of those resources, the club may make copies and use the copies for the purpose of lending to members, while retaining the originals to ensure the integrity and completeness of the collection.

2.2 Inclusion of any item in the library does not imply that DWDCQ endorses all information contained therein.

3. Eligibility for borrowing

Unless specifically approved by the DWDCQ committee, borrowing rights are limited to current financial members of DWDCQ.

4. Conditions of borrowing

4.1 Any member may borrow a maximum of two items from the library at any one time.

4.2 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.

4.3 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.

4.4 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.

4.5 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.

4.6 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.

4.7 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.

- 4.8 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.
- 4.9 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.

5. Management of loans

- 5.1 The Club will from time to time appoint a Loans Officer who will manage the library. All loans will be despatched by and must be returned to the Loans Officer.
- 5.2 The Loans Officer will maintain a register of all library resources, the date of despatch and return of any loan item, and associated payment details.
- 5.3 The Loans Officer will, if relevant, maintain a waiting list for borrowing nominated items and will assign loan items in the order in which loan request forms are received.
- 5.4 The Loans Officer may designate another person to act in that capacity at any particular competition and the acting Loans Officer will keep all necessary records and provide those details to the Loans Officer at the earliest opportunity.

6. Administrative fee

- 6.1 There will be an administrative/handling fee for any library loan is \$2 per item for the maximum duration of 2 months mentioned above.
- 6.2 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.
- 6.3 Payment should be made at the time of ordering or collection of the loan item. The correct administrative fee must be tendered.
- 6.4 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).
- 6.5 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).