



Upper Hutt City Council

LIBRARY RULES

1. A current library membership card must be produced when borrowing material, or if a card is unavailable, suitable identification must be presented and personal details will need to be confirmed. In the latter case, you will be required to sign a form confirming that you are responsible for the items that are issued to you.
2. The person named on the library card is responsible or the parent/guardian/guarantor, as stated on the application form, of borrowers under eighteen years of age are responsible for all items issued on that card.
3. Material will be returned in good condition.
4. Any charges incurred through the late return of material will be paid within thirty days.
5. Any material not returned within six weeks of issue or returned in a damaged state will incur a charge, being the cost of the item and an administration fee.
6. Any change in a borrowers address, phone number or email address will be notified to the library.
7. Any person acting in such a way as to disrupt others or causing damage to library property will be asked to leave.