## **For Your Safety**

Please be aware that the Library is a public building and parents and carers are responsible for the safety of their children.

Special areas have been set aside for children and young people and we request that adults (except for those accompanying children in their care or selecting resources for their children) refrain from using these areas.

In the case of fire or other emergency, library staff will direct you to safe assembly points.

# **Rockhampton Regional Libraries**

- On-line catalogue at <u>www.rockhamptonregion.qld.gov.au/lively</u> <u>libraries</u>
- Exclusive databases for library member access only - newspapers, journals, family history, languages and many others – please ask for a brochure which explains access in more detail
- Free internet access
- Assistive Technologies
- Large Print, Audio Books and eAudiobooks and eBooks
- DVDs, music CDs and video games

# **Library Hours**

#### Libraries' Administration Office

Monday - Friday, 8am-5pm Phone 4936 8044

### **Rockhampton Regional Library**

230 Bolsover Street, Rockhampton Monday - Friday 9am-5.30pm Saturday 9am - 3pm Phone 4936 8265

### **Rockhampton History Centre**

230 Bolsover Street, Rockhampton Monday - Friday 9am-5.30pm Phone 4936 8040

### North Rockhampton Library

154 Berserker Street, North Rockhampton Tuesday - Friday 9am-5.30pm Saturday 9am - 12pm Phone 4936 8373

## **Mount Morgan Library**

31 Morgan Street, Mount Morgan Monday and Friday 9am-5pm Wednesday 9am - 5.30pm (closed daily at 1pm-2pm) Saturday 9am - 12pm Phone 4936 8169

### **Gracemere Library**

1 Ranger Street, Gracemere Monday – Thursday 9am-5.30pm Saturday 9am - 12pm Phone 4931 5454



# Rockhampton Regional Libraries

**General Information For Members** 

Rockhampton Regional Council Library Service receives financial assistance from the Queensland Government through State Library of Queensland toward the purchase of resources











## **Membership Card**

Your membership card must be presented for borrowing, placing holds on items and accessing other library services where required.

This card is supplied for your use only and is not transferable to another person.

# **Care of Your Membership Card**

It is important that you advise the Library of the loss of your membership card as soon as possible to prevent unauthorised use.

The library accepts no responsibility for use of a membership card and you remain responsible for any loans or other services accessed using this card.

A replacement card will be supplied on presentation of identification and payment of a replacement fee.

### **Loan Period**

The loan period for most items is 3 weeks.

This may be shortened to 1 week for items in heavy demand.

### Renewals

If items are not on hold for another borrower, 1 renewal of a further 3 weeks is allowed, except for magazines, DVDs and video games.

## **Number of Loans**

Resident members can borrow up to 20 items for a loan period of 3 weeks with the following exceptions:

- DVDs a maximum of 5 per borrower on loan at any one time (no renewals)
- Non-fiction books a maximum of 3 books on any one subject
- Video Games a maximum of 2 allowed (no renewals)

For visitor members, there is a limit of 5 items for loan at any one time.

Non-resident members can borrow up to 20 items for a loan period of 3 weeks.

# **Holds (Reserves)**

If you require a title which is on loan to another borrower, you can place a hold.

If you require an item which is not in our catalogue, you are encouraged to request the item and we will try to supply by either purchasing the item or locating and borrowing the item from another library.

Both of these services can be accessed on-line, by request at the circulation desk, or by phone to any branch.

When available, you will be advised by letter or email that holds are available to be collected. You have one week to collect a hold from the library.

# **Loss/Replacement Fees**

Items that are lost or damaged incur a fee outlined in the Council Fees and Charges Schedule. This information can be located on the Council's website www.rockhamptonregion.qld.gov.au

To avoid paying fees associated with lost or damaged items, we advise the following:

- take note of the due date when borrowing
- a due date slip is supplied with the names and due dates of all items borrowed - keep it in a safe place
- if you supply an email address, you will receive a reminder close to the due date
- renew loans before the due date, either on-line, by phone or at the library
- ensure your details are always up to date with the library

Borrowing will be blocked if one or more items are overdue, or if fines exceed \$5.

If items are not returned within two months of the due date, you will be liable for the full replacement cost of the items.

### **Returns**

Items can be returned to any Rockhampton Regional Library regardless of which branch they were borrowed from.

Southside, Northside and Gracemere Libraries have an after hours chute which is available for returning items when the library is closed.