



# Melbourne Library Service

## Organisational Membership

Name of organisation \_\_\_\_\_

Type of organisation \_\_\_\_\_

Department/Branch (if applicable) \_\_\_\_\_

Organisational Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Postal Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Email address \_\_\_\_\_

Name of Director/Principal \_\_\_\_\_

### Declaration

I \_\_\_\_\_ (Director/Principal) of \_\_\_\_\_ (Organisation) accept responsibility for items borrowed from Melbourne Library Service on our organisational membership card/s. I acknowledge that I am responsible for any expenses incurred in regard to borrowing library materials (e.g. payment for lost or damaged items, or overdue charges) and that organisational membership numbers may not be used for general access to the Library's online databases, as this contravenes licensing agreements.

Signing of this form indicates an acceptance of the Melbourne Library Service Terms and Conditions available on the library website at [melbournelibraryservice.com.au](http://melbournelibraryservice.com.au).

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

### Conditions of membership for Organisation

Director/ Principal must show proof of employment with the organisation they are registering. Application must be applied for in person.

#### Acceptable forms of ID

Staff ID badge

Certification of employment in the form of a letter from the organisation HR department on letterhead which includes the organizations ABN

If the Signatory is unable to register the application in person, a delegate may collect the card by presenting authorising letter on organisations letter head and signed by the Director/ Principal. The delegate must also present a staff ID along with the letter.

Organisational memberships will expire on 1 December each year and will require all materials to have been returned and all monies owing paid.