

In person: 126 Hovell St, Wodonga, VIC 3690

Phone: (02) 6022 9330

Post: PO Box 923, Wodonga, VIC 3689 **Fax:** (02) 6022 9322 **Email:** library@wodonga.vic.gov.au

Opening hours: Monday to Wednesday: 9.30am to 6pm. Thursday: 9.30am to 8pm.
Friday: 9.30am to 6pm. Saturday: 9.30am to 12.30pm.

Membership

Membership is free. You will need to complete a membership form and provide proof of identity and a current permanent residential address.

If you are under the age of 16 you must have your application form signed by a parent or guardian who will act as guarantor. The guarantor must assume responsibility for any library material that is lost, damaged or stolen whilst on loan to the person aged under 16. The guarantor is also responsible for that person's choice of library material borrowed or consulted either in print or via the internet in the library.

Anyone aged between 16 and 18 who does not have proof of identity or a residential address, must have their application signed by a parent or guardian who will act as a guarantor.

Borrowing

The membership allows you to borrow up to 50 items; books, magazines and CDs, and up to six DVDs. The loan period for most items is one month. An extended loan period can be arranged in certain circumstances. Ask staff for details.

Renewals

Items may be renewed once at any library or online. Items cannot be renewed if another person has requested that item. Staff are happy to assist you with renewals either in person or by phone.

High-demand items and magazines are limited to a two week loan with no renewal.

Returns

Items may be returned to Wodonga Library either in the inside returns area or through the after hours return chute.

Reservations

You can reserve items in person, online or by phone. A maximum of 20 items may be reserved at one time. When a reserved item is available to be collected you will receive notification via email, SMS or letter.

Fees and charges

Fees will be charged for lost, damaged or unreturned items and inter-library loans from libraries outside the Swift Library Consortium system. The current schedule of fees is on display at the library.

Using the library service

Members will:

- Receive a library card that can be used at Wodonga Library, Indigo libraries and Towong libraries to borrow or to use internet services;
- Advise the library of any changes to their personal details in order to ensure accuracy of contact details;
- Be responsible for all items issued on their card whether borrowed by the registered member or some other person who was given approval to use the card. If a library card is lost or stolen members should report it immediately so that a 'stop' can be placed on the card to avoid its misuse;
- Return or renew items by the due date. Membership is suspended when a borrower has \$20 or more in outstanding charges. Overdue notices are issued as a courtesy only, failure to receive a notice does not absolve the member's responsibilities;
- Return items in the condition they were borrowed. Members are responsible for costs for damaged or lost items as per the current fee schedule. Replacement items will be accepted as an alternative to payment where they are exactly the same as the lost or damaged item;
- Use DVDs and CDs at their own risk. Wodonga Library is not responsible for any damage to computers or other equipment from the use of these items; and,
- Be respectful and courteous to library staff and other library users. Wodonga Library is committed to providing a safe and comfortable environment where the rights of individuals are respected.