

Terms and Conditions of Library Membership

Becoming a library member

- The information you give us when you register as a member must be accurate.
- You must notify the library of any change of name or address as soon as possible.
- You are responsible for your library membership card and PIN. Please notify the library if your card is lost or stolen.

What can I borrow?

You can borrow up to 12 items of any type of stock. However, library staff may restrict children and young people's rights to borrow material regarded as unsuitable, unless an accompanying parent/guarantor agrees to the loan of such items. Please note that you are liable for all fines and/or charges on any card issued to you or your child. You will be required to clear all debts before items can be borrowed. All users must produce a valid library card to borrow items. Cards are non-transferable.

How long can I keep them?

Books, language courses, music cassettes and spoken word items are issued for 3 weeks, and can be renewed either in person or by phone (renewals line - 020 8356 2539) up to a maximum of 3 renewals, after which the item/s must be returned. CDs are issued for 3 weeks only. Videos and DVDs are issued for 1 week. Selected non-chargeable CDs, videos and DVDs may be renewed. British Library book loans are non-renewable. Items on loan from other Library Authorities may be subject to restricted loan periods. However, ANY item reserved for another library user will not be renewed.

How much will it cost to borrow items from the library?

Books, music cassettes, language courses, spoken word and selected videos, CDs and /DVDs are free. DVDs that incur a loan charge cost £2.00 per DVD per issue. All DVD not from Hackney Libraries cost £2.00. NO EXEMPTIONS. Single/multiple CD/s cost £1.00 per item per issue except for under 18's, senior citizens and people with disabilities who are exempt from this charge.

Can I reserve items?

All lending stock in Hackney Libraries and the London Libraries Consortium (LLC) can be reserved free of charge. Reservations on lending items not stocked by Hackney Libraries and the London Libraries Consortium (LLC) are charged at the rate of £1.50 per item (payable in advance). Under 18's, senior citizens and people with disabilities are exempt from this charge. British Library loans are charged at £3.00 per item.

What if I don't bring them back on time?

Overdue items will be charged at the following rates: (a) Books, music, spoken word, language courses and selected videos/DVDs 18p per day per item (maximum of £6.00 per item); (b) DVDs that incur a loan charge £2.00 per item per 7 day loan period (maximum of £12.00 per item) (c) DVDs that incur a loan charge: £2.00 per item per 21 day loan period (maximum of £ 24.00 per item). Under 18's, senior citizens and people with disabilities are exempt from fines EXCEPT when borrowing DVDs that incur a loan charge.

What if I don't bring them back at all?

Borrowers and guarantors are responsible for the return of all items and will be charged for the replacement or repair of any stock that is lost or damaged. Users who fail to return items will have their membership withdrawn.

What if I lose my membership card?

You can get a replacement card. Adults: £1.00p. Under 18's, senior citizens and people with disabilities: 50p

Can I use the computers and what are the costs?

Yes, access to the Internet and Microsoft Office applications is free for all users for up to 1 hour per day.

Photocopying and Printing Charges

Photocopies: A4 black & white 10p a copy and (A3) 20p a copy; A4 colour 50p and A3 colour £1.00 per copy.

Printouts: A4 Black & white 10p and A4 colour 50p

DATA PROTECTION: Your personal information is kept securely at all times. We may share your information with other members of the London Libraries Consortium (LLC), and when it is lawful to do so under the terms of the Data Protection Act 1998.

Library & Hackney Archives Contact Details

Clapton Library Northwold Road, E5 8RA.....020 8356 1620
Dalston CLR James Library Dalston Square, E8 3BQ.....020 8356 2539
Hackney Central Library 1 Reading Lane, E8 1GQ.....020 8356 4359
Homerton Library, Homerton High Street, E9 6AS.....020 8356 1690
Information Services1 Reading Lane, E8 1GQ.....020 8356 4359
Shoreditch Library 80 Hoxton Street, N1 6LP.....020 8356 4350
Stamford Hill Library Portland Avenue, N16 6BS.....020 8356 1700
Stoke Newington Library Stoke Newington Church Street, N16 0JS.....020 8356 5230
Community Library Service, Stoke Newington Library,
 Stoke Newington Church Street, N16 0JS.....020 8356 5238
Woodberry Down Community Library Robin Redmond Community Centre,
 Kayani Avenue, N4 2HF020 8356 1965
Hackney Archives, 2nd Floor; Dalston CLR James Library & Archives,
 Dalston Square, E8 3BQ020 8356 8925

Renewal and Information Line (all libraries)020 8356 2539

Email: info@hackney.gov.uk

Web site: <http://www.hackney.gov.uk/libraries>

Library & Hackney Archives Opening Hours

	MON	TUE	WED	THU	FRI	SAT	SUN
Clapton	10 – 8	10 – 8	1 – 6	10 – 8	10 – 6	10 – 5	-
Dalston CLR James	9 – 8	9 – 8	9 – 8	9 – 8	9 – 8	9 – 5	1-5
Hackney Central	9 – 8	9 – 8	9 – 8	9 – 8	9 – 6	9 – 5	-
Homerton	10 – 8	10 – 8	1 - 6	10 – 8	10 – 6	10 – 5	-
Shoreditch	10 – 8	10 – 8	10 – 8	10 – 8	10 – 6	10 – 5	-
Stamford Hill	9 – 8	9 – 8	9 – 8	9 – 8	9 – 6	9 – 5	1 - 5
Stoke Newington	10 – 8	10 – 8	10 – 8	10 – 8	10 – 6	10 – 5	1 - 5
Woodberry Down	*9.30 - 7	*9.30 - 7	*9.30 - 5	*9.30 - 5	*9.30 - 5	-	-
Hackney Archives	-	9.30 – 5.30	9.30 – 5.30	9.30 – 5.30	9.30 – 1	10 – 5	-

*Woodberry Down closed for lunch 1-2pm

January 2012