



# Terms and Conditions

- To borrow items you must present your library membership card.
- If your library membership card is lost or stolen please notify us immediately. A charge will be made for replacing your membership card.
- If any of your personal or contact details change, please notify us at the earliest opportunity.
- You may borrow up to 30 items.
- Books may be borrowed free of charge. There are charges for some other library services but concessions are available for certain customers.
- Borrowed items must be returned or renewed by the due date. Daily overdue charges are made for the late return of borrowed items.
- Items may be borrowed from and returned to any public library in Richmond upon Thames.
- You may reserve most items free of charge if they are in stock or on order for any of the public libraries in Richmond upon Thames.
- You may request items that are not in stock but will have to pay a charge for this service even if the requested item cannot be supplied.
- You agree to take good care of items borrowed from Richmond upon Thames libraries and to reimburse the Library Service for the cost of any items lost or damaged whilst in your care.
- You agree to abide by Richmond upon Thames Library Service rules and byelaws.

## SELMS

Richmond upon Thames Libraries is part of the SELMS Consortium. Your borrower record will be held on a shared database but your details will only be available in another authority if you choose to borrow or reserve items from that authority. All data is held strictly in accordance with the requirements of the Data Protection Act 1998.