



Goldfields Libraries

Borrowing from the library

You must present your Goldfields library card when borrowing from any of the Goldfields libraries.

Borrowing limits

Books & Magazines – no limit
Talking books – 10 per card
DVDs - 10 per card
Music CDs - 10 per card

Borrowing periods

Books – 3 weeks
Talking books – 3 weeks
Magazines – 1 week
DVDs, Music CDs – 3 weeks

Change of address

You must notify the library if you have changed your contact details.
You must provide identification with proof of address when changing your details with us.

Computer Access

Computers are available for use at all Goldfields Libraries free of charge.
You must present your Goldfields library card when accessing the computers.
Internet, word processing, and databases are available for use.
Members are entitled to 60 minutes of use per day.
Printing costs B&W \$0.20 per page and Colour \$0.50 per page.
Please see our Internet Use Policy.
Personal Disks and flash drives can be used in the library computers, at your own risk.
Warning: Virus infected files may be automatically deleted by the library Security software.

Fines

Fines apply to all overdue items at a rate of 25 cents per day for each item.
Fines not paid will accumulate on your membership card.
You will not be able to borrow if your fines amount to over \$10.00.

Lost or Damaged Library Items

All lost and damaged items must be paid for.
The cost (not refundable) will be, current replacement cost.

Barcodes are an important part of the identification of all library items.
If deliberately removed a charge of \$3.00 will apply.

Membership

Membership to the Goldfields Library is free of charge.
To join you must present one (1) form of identification with proof of your home (residential) address.
You can join online using the online membership form.
To complete your online membership you must present one form of identification at one of the Goldfields Libraries.

My Account

To access your Goldfields Library account you will need your library card number (the barcode number on the front

of your library card) and your pin/password.

You can access your account by using the login window on the Goldfields Library homepage or by using a catalogue computer at a Goldfields Library.

Overdue Items

Overdue library items incur fines of \$0.25 per item per day.

Fines not paid will accumulate on your library card.

You will not be able to borrow if your fines accumulate to over \$10.00.

You will be contacted when your items become 7 days overdue.

You will be sent a bill for the replacement cost of any item not returned 30 days after the due date.

Pin/Password

Please contact us to ask for your pin/password.

Renewals

Items that can be borrowed for 3 weeks may be renewed twice.

Items that can be borrowed for 1 week may be renewed once.

Items that have been reserved by others cannot be renewed.

Overdue items cannot be renewed.

To renew your items online login to your account via the Goldfields Library home page at "Renew My Items".

Click on **Loans: Current**.

Select items to be renewed by clicking in the box beside the title and clicking on **Renew Selections** OR click on **Renew All** to renew everything you can see on the current page.

Click on Next Page to see the next 5 items on loan.

Reservations/Holds

You can place up to 15 items on reserve at one time.

You will be contacted when the item is available for collection.

Placing a reservation on an item.

After you have performed a search and you are viewing the Result List page identify the item you want to hold/reserve by clicking on the Title of the book to bring up the Full Record.

Click on **Place Reservation** (top of the screen)

Enter your **library card number** (without the spaces) and **pin/password**(link to pin/password on Quick Information page)

Select a Pickup Location

Click on **Place Reservation**

If you are having difficulty placing a hold, it could be that:

- You have overdue books or outstanding fines.
- Your membership may have expired, and you will need to contact the library.