

# **LEILA HOFFMAN PERTH TORAH EDUCATION CENTRE LIBRARY**

## **LIBRARY RULES**

1. Before borrowing for the first time, each person must read the rules and fill in the borrower's form agreeing to keep the rules and replace any lost or damaged library books, library audio visual material or any other library material. Hereafter all library material will be referred to as items.
2. Each borrower may have only two items at a time. He/She must sign the loan card with a legible signature and legible home phone number.
3. The items may be changed once a week if required.
4. The items are due back on or before the date shown on the DATE DUE slip (This is found in the back of the book, or somewhere else on other items.)
5. On the DATE DUE the items **MUST BE BROUGHT BACK, OR RENEWED** by phoning LEILA HOFFMAN , 9276 5623. (If anyone else has reserved them , **THEY MUST BE BROUGHT BACK.**) **THE ONUS IS ON THE BORROWER TO BRING THE BOOKS BACK OR PHONE IN.**
6. If any item is overdue the Librarian will take whatever steps are necessary to recover the items. This may vary from a friendly phone call to sending an account for unreturned items.
7. No item is to be passed directly from one borrower to another. The person who signs the borrower's card is responsible for the item, and must return it.
8. Items may be returned to the PHC Office, 9am-2pm, Monday-Friday, except for Public and Jewish Holidays. If you have to travel a long distance, ring 9271 0539 to check that the Office is open.
9. People under the age of 18 may use the library for reference, but may not borrow. Their parents may borrow for them, but each parent is limited to a total of two books.
10. The Encyclopedia Judaica is available for reference only. It cannot be borrowed.
11. **IT IS ESSENTIAL THAT BORROWERS ADVISE THE LIBRARIAN ON 9276 5623 OF ANY CHANGE OF ADDRESS OR HOME PHONE NUMBER.**
12. Items must be returned before borrowers leave Perth either temporarily on holidays, or permanently.
13. As in Public Libraries, all borrowers will be required to give the name, address and phone number of another contact.

**LEILA HOFFMAN LIBRARIAN. 9276 5623.**