

Hastings Branch ASNZ Rudolf Steiner Centre Library

Terms and Conditions for book borrowing:

- All members of the Anthroposophical Society in New Zealand may borrow books.
- All borrowers to register their full contact details in the library 'Contacts File' showing printed full name, postal address, telephone number, and email address. Please advise if your details need updating.

- Borrowing Fees:

Members - No Charge

Non-members \$2.00 per book

- Non-members: Non-members who wish to borrow books (especially new users), should be guided through the process by a member, or by introducing themselves to a Librarian. Ensure contact details are recorded in the library 'Contacts File'.
- Borrowing period: 4 weeks
- Return Books: Books can be directly returned direct to the Hastings Rudolf Steiner Centre Library during opening hours OR placed through the slot in the wall outside the library side window. Should they need to be returned by courier post contact the Librarian for the address to send to.
- Renewal procedures: Books can be renewed by contacting the Librarians via email/or phone. There is no renewal fee.
- Study Groups: Study group leader to advise the Librarians how long they anticipate requiring the books. One person to take responsibility for the books and document which member of the group has which copy.
- Postal Service: Requested books will be sent following receipt of postage and any fees due. Books can be renewed by contacting the Librarians via email/text message/phone call.
- Library postage/fees. Complete full details on your payment transaction so the treasurer can advise the librarian to send the books out.
 - Bank Account: 38-9016-0511420-00.
 - PARTICULARS = Borrowers Name
 - REFERENCE = LIBRARY
- Overdue books: Borrowers of books not returned following Librarian's repeated requests will be charged a full replacement fee.

If you have any suggestions for the Library please contact the Librarians.

Librarians: Email: info@anthrohb.nz

Francisca Obers: 027 399 3294

Margaret Stevenson 022 157 0330