

# Library Membership Form

## Organisation

Please complete electronically or print in block capitals and read before signing

Organisation   
Address   
Suburb/Town  Post Code   
Phone  Email

**Primary Contact:**

First Name  Last Name   
Job Title   
Phone  Email   
Where I heard about SHQ Library & Resource Centre

**Card 1**

Name   
Phone   
Email

**Card 2**

Name   
Phone   
Email

**Card 3**

Name   
Phone   
Email

**Library Use Only**

Date   
ID Number   
Card Number

Date   
ID Number   
Card Number

Date   
ID Number   
Card Number

\$15 Membership contribution paid   
Date

I  (name of Primary Contact)  
certify that the above organisation agrees with the rules (see overleaf) of the SHQ Library & Resource Centre and is responsible for all items loaned out on the three cards above.

I would like to sign up to receive SHQ's monthly e-newsletter SHQ Review (optional)

Signed  Dated

To lodge this form in person please email [resources@shq.org.au](mailto:resources@shq.org.au) to arrange an appointment. If you are unable to visit SHQ please email the completed form to the above email address and a staff member will contact you to arrange payment.

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### Library Rules

- All items are to be renewed or returned by the due date.
- Replacement cost plus an administration fee will be charged for lost or damaged items.
- Borrowing rights will be suspended if there is an outstanding account.
- You are responsible for all items borrowed on your card

**Please advise us if your card is lost or stolen.**

### Privacy Information

SHQ (Sexual Health Quarters) respects your privacy. In line with the Privacy Act 1988, SHQ will store all personal information in a secure manner to be accessed by authorised staff only. The organisation will take reasonable steps to ensure that the information it collects, uses or discloses is accurate, complete and up-to-date. Personal and sensitive information collected by SHQ is not shared with other organisations or government bodies except where there is a legislative requirement to do so. An individual has the right to access the personal details held and, if applicable, make a correctional statement to attach to the material. When personal information is no longer required by the organisation it will be disposed of confidentially. The above personal information is required to enable us to provide you with full library services and will be used for this purpose only. If you choose not to supply your personal contact details you may access the library though you will be unable to borrow items.