

THE OLD LIBRARY – Subscription Charges and Rules and Regulations

Dubai Community Theatre & Arts Centre

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The Old Library is located in the Dubai Community Theatre & Art Centre and is run by volunteers as a non-profit service to the community. Membership information is retained in the Library and will not be shared with any other organization or individual.

The purpose of these Rules and Regulations is to safeguard the common interests of all Library users. All persons admitted to the Library are deemed to have read, understood and agreed to observe the Library Rules and Regulations. Breach of these Rules and Regulations could result in membership being suspended or withdrawn, or such other penalty which is deemed appropriate by the Library from time to time.

LIBRARY HOURS

Saturday to Thursday, 10 AM to 6 PM (closed Fridays and public holidays)

Please note, due to the Library's dependence on volunteer staff the Library reserves the right to vary times as operational needs dictate, including shortening hours during July, August and December.

BOOK RETURN DROP BOX

A drop box for returning books outside opening hours of the Library is located in the DUCTAC Arts Centre reception area, next to the library. The Arts Centre is open Saturday to Thursday, 9 AM to 10 PM and on Friday is usually open 2 PM to 10 PM (phone DUCTAC to confirm Friday timings – 04 341 4777).

SUBSCRIPTION CHARGES

- Annual membership fee 200 AED
- Fines for overdue books – per book, per day 1 AED
- Maximum fines per book 50 AED
- Replacement of lost/damaged Library Membership Card 10 AED
- Charges for Lost/damaged books

Either:

1. replacement value of book as per library records or
2. replacement copy of lost book to be supplied by member (new book only, **not** used)

- Overdue charges will be applied to lost books.
- No refunds will be given for lost books subsequently found.

RULES AND REGULATIONS

BORROWING

- Maximum number of books borrowed at one time 8
- Maximum number of Special books borrowed at one time 1 – as part of total of max of 8
- Borrowing period 4 weeks
- Renewals
 1. not permitted if book has been reserved
 2. otherwise one renewal period per book allowed
 3. no further renewal/reissue for the next 7 days
 4. **no telephone renewals**
 5. **books must be presented for renewal**
- Maximum books reserved - 2, books will be held for 3 days
- Reservations will not be allowed if a member has overdue books of 7 days or more
- No books may be loaned if a member has overdue books or unpaid fines.

MEMBERSHIP

- Membership is available to over 18s on presentation of appropriate photo ID (driving license/passport), completion of a Subscription Card and payment of annual membership fee.
- Memberships will be renewed yearly from date of joining.
- Memberships that have not been renewed will be deleted after three months.
- Once a membership is deleted a new membership will have to be taken out ie payment of annual membership fee and a new Subscription Card filled in.
- Library membership cards must be produced to borrow books from the library.
- Library membership cards are non-transferable and should not be used by anyone other than the Registered Member and the immediate family (spouse or children) of the Registered Member. The Registered Member remains responsible for the correct and proper use of the Library membership card at all times, and all items borrowed from the library. Transfer of library membership cards to non-family members will result in immediate cancellation of the card.
- Members will be Blacklisted after three months for failure to pay fines, and/or for not returning books. Members will be notified by email, and will only have the blacklisting rescinded if fines are paid and/or overdue books returned, and an application is made to the Library Committee for decision at their next meeting.
- All items borrowed shall remain the property of the Library at all times.
- Members who are found damaging or stealing the Library's property, or who fail to pay fines, or return books or pay full compensation, shall be treated as debtors to the Library and the Library shall have absolute discretion to seek legal or other sanction in respect of such Members in order to remedy the breach.
- The Library reserves the right to:
 1. recall borrowed items at any time before or after their due date;
 2. cancel a membership for habitually overdue or damaged books;
 3. cancel a membership for inappropriate behavior or abuse of library privileges.

GUIDELINES FOR APPROPRIATE USE OF THE LIBRARY

- **Children under 14 are not to be left unattended in the Library** as the Librarians cannot be responsible for their welfare. **Children must be supervised by a responsible adult at all times.** Running, jumping, skating, climbing on furniture, the reception desk or shelving, shouting and pulling books off the shelves is inappropriate behaviour in the Library
- Pre-school children should not be left unattended in the Children's section at any time.
- Smoking is not permitted in the Library at any time.
- Food and drink should not be consumed in the Library.
- Mobile phones should be kept on silent and calls taken or made should be done so outside the library.
- **The Library is staffed entirely by volunteers** so we ask members to respect this and leave promptly at closing time.
- At busy periods or if requested, strollers should be left outside as walkways and exits must be kept clear for safety reasons.
- Bags must be left on the shelves at the entrance to the Library.

VOLUNTEERS

- Adult volunteers working in the Library must be fully paid up members of the Library.
- Student volunteers working in the Library, or their parents, must be a member of the Library. Student volunteers under the age of 21 must complete an indemnity form which must be signed by a parent.

PUBLIC LIABILITY WAIVER

In joining the Library, you must recognize that DUCTAC and The Old Library shall not be liable for any claim in respect of loss of life, personal injury, or any other claim of any nature against DUCTAC and The Old Library or its employees, officers or agents arising out of your membership of The Old Library at DUCTAC.