

CONDITIONS OF LOAN OF BOOKS/VIDEOS

1. All members of the sports library must register with the National Sport Information Centre prior to borrowing books or videos. Registration is valid for the period of one calendar year.
2. Bookings for the loan of books or videos should be made at least 10 days prior to the screening date on a sports library request form. Bookings cannot be guaranteed. Bookings may be made at short notice by telephoning (02) 62141240 or (02) 62141369 or in person.
3. The loan period for videos is seven days plus transport time and for books is one month loan period.
4. Loans may be extended for a further seven days provided another borrower does not require the item. To extend a loan phone (02) 6214 1240.
5. No more than three books or videos will be lent to a member at any one time.
6. Borrowers must not lend National Sport Information Centre books or videos to any other person or agency, items are lent for an individual members use only.
7. The National Sport Information Centre retains the right to restrict the loan of certain books or videos and to withdraw programs from circulations without notice.
8. Where the producer of books or videos has imposed special conditions on usage such requirements must be observed.
9. All loans will be dispatched by courier.
10. All loans should be returned by certified mail or courier.
11. Borrowers should return books or videos in the same or in equivalent package and ensure that the item is packed protectively.
12. Borrowers must accept responsibility for damage to, or loss of books or videos while on loan. Damage should not be repaired by the borrower. Damaged items should be returned and reported to the National Sport information Centre in writing.
13. All videos should be rewound after use; all DVDs should be in the case before sending back.
14. Copyright restrictions
It is the borrower's responsibility to ensure that books or videos are not:
 - a) copied or reproduced in any form without prior permission in writing from the copyright owner;
 - b) used on any occasion when admission is charged: or;
 - c) Broadcast.