

IMAGE LIBRARY STRUCTURE AND RULES

1. The library will comprise CD-ROMs and DVDs owned by the club, or on loan from members
2. The items in the library will be loaned free to members who join the library
3. Any paid-up member is eligible to join
4. Members' club membership card will serve as proof of eligibility
5. Only one item may be borrowed at any one time
6. Borrowing will normally be for one week but can be for longer periods if no other member has reserved the item
7. Items for loan will be issued at club meetings between 19:40 and 19:50 and for five minutes during the break
8. If an item is already issued, it may be reserved by a member for issue the following week
9. An email reminder will be sent to members who do not return items within the agreed period
10. Members are responsible for keeping loan items in good condition; a charge of £5 will be made for loss or serious damage
11. Members will be reminded that all images are copyright and the media may not be copied

Where items are supplied by another club or organisation, their permission to allow loan to individual members will be sought and the availability of replacements in case of loss or damage established.

Members will be asked to donate suitable items to the library; if they wish, they may specify that this is for a limited period.