

Terms and Conditions

Becoming a Member

Membership is free and you can join at any age. You do not need to live within Birmingham to have a Birmingham Library membership. You can use your Library card at any Library within Birmingham Library Service. Some of our services may have restrictions e.g. only accessible from within a Library or require a Birmingham address.

Joining online

On completion of the online form you will be issued with a SELFREG number. To obtain a card you take this number to any local library in Birmingham with proof of your name and current address. You are entitled to one Library membership, therefore if you have previously had a Birmingham Library card or if your application is rejected then please see joining at a Library.

Joining at a Library

You can join by visiting any of our Libraries with proof of your name and current address.

Under 18

15 or under you will need a parent, carer or a responsible adult over 18 in the family to act as guarantor. As guarantor you undertake to be responsible for items borrowed, internet usage and any charges incurred through loss or damage.

If you are between 16 and 17 yrs old we will accept a student card, letter from your school or college or other appropriate identification.

18 and over

18 or over

Terms and Conditions

As a member we would keep:

- x Information relating to borrower history and computer usage
- x Information relating to any charges paid/owing.

On what grounds do we use the information?

Terms and Conditions

Events

Various events are held throughout the Libraries of Birmingham for all ages. You can search for events in your area. To attend some events you will need to be a library member.

Full details of all our Library Services can be found on [Website](#)

As a library member

Managing your membership

You can access your account at any time by logging into your online account via the Library catalogue. You will need your Library card number and PIN. You can see when your membership is due to expire. It will list when items are due back, the status of reservations and you can renew your items. You can also check your account at any [Selfservice Kiosk](#). If you are issuing or returning an item at a [Selfservice Kiosk](#) then retain the receipt.

You are entitled to one library card

To be able to use the library e.g. borrow books or use the computers you will need to have your card number and PIN. We would always recommend you bring your card with you as you may require it to access some services or provide it as proof if you have a query with your account. Under the Data Protection Regulations staff cannot provide your card number or PIN without ascertaining proof of identity and where appropriate proof of address. Do not allow your library card to be used by anyone else.

If you lose your Library card or it is stolen then please inform us as soon as possible. There is a charge to replace a lost card. Do not attempt to join the library by filling in the online registration form.

Ensure your membership details are up to date.

To ensure that we hold up to date membership details all cards expire after a set period of time depending on the borrower category you have been assigned. If you try to take out or renew an item that will be due back after your card has expired the transaction will be blocked. To find out when your card expires please check your online account.

On expiry of your card we will check your membership details and you will be asked to provide proof of address. If you change your personal details please let us know as soon as possible. Some changes e.g. email address can be made via your online account. To update your address then please take your card and proof of address to a Birmingham Library.

Any items borrowed should be returned back on time.

If you select to receive notices via email a courtesy email will be sent out 7 days before an item is due back. It is important that you know the date your items are due back and return them on time. You can return items to any Birmingham Public Library. You have to pay a charge for items brought back late (if you are receiving any benefits you may be eligible for concessions). Items returned via an external returns bin will not be collected until the next opening day this may lead to fines being incurred.

Excessive fines will block your access to Library services. Under 18's do not pay for fines. If you return an item late via a [Selfservice Kiosk](#) you will need to log into your account to see any charges incurred.

Terms and Conditions

If you have overdue items then any fines incurred will not be fully calculated until the item is returned or renewed. For full details of our fines and charges please [see our website](#)

You can renew an item up to a maximum 3 times unless .

- x The item has been reserved.
- x You have fines on your account which has blocked your card.
- x Card is due to expire before the return date.

When renewing how enough time before the item is due back [because](#) it cannot be renewed.

You can select to receive notifications via email or SMS.

If you select to have notices via email you will receive a courtesy reminder 7 days before your items are due back. [We](#) cannot offer this facility if you select [SMS](#). If you have selected to receive notices either by email or [SMS](#) then if you have overdue items then you will receive a notice when they are 14 days overdue [or](#) 28 days overdue. You will also receive a notice when any reserved items are ready for collection.

Be responsible for all items borrowed on your library card.

You will be charged for items that are lost or damaged. If you have lost or damaged an item please talk to a member of staff as soon as possible.

If you have a query with any items on your account then please ensure you contact the Library from which you borrowed or returned them as soon as possible.

If you are acting as a Guarantor

For persons under the age of 16 you have agreed to act as guarantor so that they can become a member of Birmingham Libraries. [The](#) Library has agreed to issue a membership [card](#) on the following terms:

- x That they undertake to abide by the rules of the Library.
- x As guarantor you will be responsible for items borrowed and any charges incurred.
- x As guarantor you will be responsible for their internet usage, including materials found on or printed from the computers, and any costs or damages that may be incurred while connected.

Using the Library Service

A library is a complex public building which hosts lots of different activities and provides a variety of services to meet the expectations of our many customers. There are guidelines [which](#) show visitors should behave toward each other, library staff, the building and its stock. Birmingham Libraries have their very own set of [bylaws](#). This is a set of rules and regulations which outline how customers should behave when using a library. They were made by Birmingham City Council under Section 19 of the Public Libraries and Museums [Act](#) 1964. By following these guidelines customers will experience a safe, secure and harmonious environment.

Misuse of your membership including abuse of members of staff or other customers could lead to your library privileges being removed. The important thing is that [we](#) want you to enjoy your visit and make the most of all of the rich and varied services on offer.