

LIBRARY AND CULTURAL CENTRE MEMBERSHIP TERMS AND CONDITIONS



Alliance Française
Manchester

General Policy

1. Membership fees are payable in advance and are not refundable or transferable. They are not subject to V.A.T.
2. All members should observe the Health and Safety procedures in place at the time they visit.
3. The Alliance Française de Manchester cannot be held responsible for any personal effects lost on the premises.
4. Parents/guardians remain responsible for children in their care while in the library.
5. Parents/guardians are required to countersign library membership applications for members under the age of 16 and to take responsibility for materials used and borrowed by them. It is the policy of the Alliance Française to follow age guidance on DVDs.
6. The Alliance Française de Manchester is closed on Bank Holidays, 2 weeks around Christmas time and 1 week around Easter (see our website for the exact dates).
7. We reserve the right to refuse admission to events and to revoke or refuse to issue membership, in the event of breach of Health & Safety measures or non-observance of our Code of Conduct (both available on our website).

Library Loans Policy

8. The membership card entitles the holder to borrow up to 14 items for 1 to 3 weeks as detailed below:

	General Library			Learners' Library	
	<i>Books</i>	<i>Magazines/ Newspapers</i>	<i>DVDs</i>	<i>Easy readers</i>	<i>Learning resources</i>
Number of items	4	4	2	2	2
Loan period	3 weeks	1 week	1 week	2 weeks	1 week

9. **Reservations and renewals** for any item can be made in person, by phone (0161 2367117) or by email (event@afmanchester.org). Items which have been reserved by another user may not be renewed and must be returned at the end of the initial loan period.
10. There is a fine of 10p per item per working day for **overdue items**.
11. In the event of **damage, loss or destruction** of an item from the library, the member will pay for the replacement at cost price.
12. In the case of repeated loss or damage to items, the Alliance Française de Manchester reserves the right to withdraw a member's borrowing rights, without refund of membership fees.

Membership Benefits Policy

13. The membership card also gives access to **preferential rates** for cultural events organised or sponsored by the Alliance Française de Manchester as well as **concessionary prices** with our partners. Offers may be subject to change from time to time – see our website for the most up-to-date information on what is available.
14. As part of our service to help you enjoy the French language and French-language cultures, everyone learning French with us is entitled to free membership of the Alliance Française de Manchester library and cultural centre for one year starting from the date of payment for their most recent course.