

LIVERPOOL ZEN GROUP LIBRARY

Terms of Borrowing

By signing the “Borrower Form”, you agree to the following Terms of Borrowing:

1. Use of the library resources is restricted to members of the Liverpool Zen Group who have signed the “Borrower Form” agreeing to these Terms. Revocation of membership of the Zen Group will terminate the Borrowing agreement, and the Borrower’s details will be removed from file.
2. Borrowing privileges may be extended to non-members of the Zen Group at the discretion of the Librarian.
3. Borrowers must inform the Librarian of any change of address or contact details.
4. The library will be open on Wednesday evenings before the regular Zen sittings, and if possible after the sitting as well. Time permitting, the library will open after morning zazen and Monday evening sessions.
5. A **maximum of TWO BOOKS** may be borrowed at any one time – this allocation may be raised or extended to other resources in future.
6. Books are loaned for a period of **FOUR WEEKS**, and this period may be extended providing no other Borrower has requested loan of the same item. Items can be returned during the normal opening hours of the library.
7. Failure to return items by the due date incurs a **FINE of 50 pence per week** or part thereof, to a maximum of £3.00. If an item is not returned in six weeks, the Borrower agrees to replace it or pay the amount necessary to replace it – usually the “Recommended Retail Price” for that item. An Administration Charge of £2.00 may be added to this amount to cover time and expenses incurred by the library or its representatives.
8. If for any reason the library is not able to open on a given due date, items due that day may be retained without charge or penalty for a further week.
9. Items that are out on loan may be reserved by a Borrower. If possible, availability will be communicated by SMS or email. Reserved items will be kept for two weeks before being placed back on the shelf. Only one reservation will be made per item.
10. Changes to these Terms will be announced at the Zen Group, and posted in the Zen centre. If Borrowers object to these changes, they may of course revoke their Borrowing agreement.
11. Donations to the library of books or money are gratefully accepted.
12. The library is operated on a non-profit basis. For legal purposes, library transactions are considered to be transactions of the Liverpool Zen Group, and all library assets belong to the Liverpool Zen Group.
13. The library is operated by volunteers from the Liverpool Zen Group – contact the Librarian if you would like to become involved. Library officers are not compensated for their work in any way.

These terms replace any issued before 15 November 2005.