



BORROWING REQUEST FORM

Please complete the bottom of this form and post to:

ME/CFS Society of NSW, PO Box 5403 West Chatswood NSW 1515 or fax to 02 9904 8435 (credit card payments only).

A maximum of three (3) items may be borrowed at any one time. Only current Society members may borrow from the library so, if your membership has or is about to lapse, payment of renewal fees will be required before an item can be borrowed.

Borrowers are to provide the Society with a security cheque or bankcard debit authorisation of \$40 for each item (two items = \$80, three items = \$120) before any item can be borrowed. This security will only be cashed in the event of a failure to observe the following guidelines.

Each item borrowed from the library is to be returned within 35 calendar days from date of despatch (send out 1 March, to be received in Society office no later than 4 April). Beyond 35 days, a charge of \$1 per day per item will be charged to encourage prompt return so other members can borrow an item, and to offset admin time and cost in chasing late returns. If an item is not returned within 42 days the security provided by the borrower will be processed. The Society will pay the cost of postage for items to reach the borrower, but the borrower is to pay the cost of return postage for items to reach the Society.

The Society is complying with requirements stipulated in the "Best Practice Guidelines for Charitable Organisations" 3rd edition 1999 that are enforced by the Charities Investigation Branch of the NSW government.

Borrower to complete

Name: _____

Items:

1. Title: _____ Author: _____

2. Title: _____ Author: _____

3. Title: _____ Author: _____

Security Details:

Cheque, Money Order, MasterCard, Visa Card, Bankcard.

Please make cheques and money orders payable to "ME/CFS Society of NSW Inc."

Cardholder Name: _____

Card number: _____ - _____ - _____ - _____

Expiry Date: _____ / _____

Signature: _____ Date: _____ / _____ / _____