

# RACV CLUB LIBRARIES



## Library Loans Service

One of the benefits of Club membership is access to the Club Libraries, where you can borrow a range of items to enjoy at your own leisure.

With 2,000 music CDs, hundreds of older magazine issues and 19,000 books covering a range of topics including travel, motoring, food and wine, finance and sport and fitness, there is sure to be something of interest for everyone.

To ensure all members can benefit from the loans service, please familiarise yourself with the borrowing conditions in this guide.

## Borrowing conditions

- Only current RACV Club members can borrow and loan privileges are not transferrable.
- Selected items from **both** the City Club and Healesville Country Club Library are available for loan.
- Up to **seven** items may be borrowed at one time. Please note material cannot be borrowed if you have any overdue items.
- The loan period is for **three weeks**.
- Loans can be renewed up to **five** times, provided the borrower has no overdue items or the item is not on hold for another member.
- If an item cannot be returned by the due date please contact the relevant Library at the earliest instance to discuss the issue. Items not returned or renewed by the due date will be subject to **charges**.
- Items on loan can be **returned** to **either** Club.
  - » In the **City Club** items must be returned directly to the Library (Level 1) with an after-hours returns box available outside the facility.
  - » In the **Healesville Country Club** items must be returned directly to the Reception Desk (Level 2).
- Items on loan can also be returned by **mail** to the postal address listed at the end of this brochure. All postal **charges** will be incurred by the **sender**.
- Items sent in the mail or left in non-designated areas of the Club are considered to be **still on loan** until the item is received in the relevant Library. **Penalties** apply if items are **overdue** or **lost**.
- Items located in either Club library can be **requested** and **delivered** to the other Club location to be collected for borrowing.

## City Club Library

- To **borrow** at the City Club Library, take the item/s and membership card to the Library desk
- If an item you wish to borrow is already on loan, a **reservation** can be placed by asking Library staff.
- City Club items can be **renewed** in person, by telephone on 03 9944 8180 during City Club Library opening hours or by email to clublibrary@racv.com.au
- Items on loan from the City Club collections will receive a **reminder email** two days before the due date if you have your current email address registered with the RACV Club.

- The following categories of material are **available** for loan from the City Library:
  - » books in the non-fiction, children's and Stack collection
  - » older magazine issues
  - » software associated with books in the non-fiction collection
  - » music CDs
- The following categories of material are **not available** for loan:
  - » books in the Reference and Rare collections
  - » maps
  - » newspapers
  - » current magazines issues on display
  - » items deemed by Library staff to be inappropriate to lend due to damage, age or other factors
- The City Club Library **collection's strengths** are:
  - » travel
  - » motoring
  - » sport and fitness
  - » food and wine
  - » music

## Healesville Country Club Library

- To **borrow** items from the Healesville Country Club Library please proceed to Reception on level 2 to complete the loans register
- Items on loan from the Healesville Country Club can be **renewed** in person, by telephone or via email to [Healesville@racv.com.au](mailto:Healesville@racv.com.au)
- The following categories of material are **available** for loan from the Healesville Country Club Library:
  - » books in the non-fiction, fiction and children's collection
  - » older magazine issues
- The following categories of material are **not available** for loan:
  - » books in the Reference and Rare collections
  - » newspapers
  - » current magazines issues on display
- The Healesville Club Library **collection's strengths** are:
  - » Golf
  - » Gardening
  - » Local history
  - » Sport
  - » Travel

### **RACV City Club Library**

Level 1, 501 Bourke Street  
Melbourne VIC 3000  
Telephone: 9944 8180  
Email: [clublibrary@racv.com.au](mailto:clublibrary@racv.com.au)

Monday - 10am to 6pm  
Tuesday - Friday 10am to 7pm  
Saturday - Sunday 12pm to 5pm

### **RACV Healesville Country Club Library**

Level 2, 122 Healesville - Kinglake Road  
Healesville 3777  
Telephone: 5962 4899

Open 7 days a week  
7am to 10.30pm

[racv.com.au/club](http://racv.com.au/club)

