

MEMBERSHIP RULES OF THE FAO STAFF COOP LIBRARY – Nov 2024

1. The Library is open on Tuesdays, Wednesdays and Fridays from 11.30 to 14.00 hours.
2. Changes in the data provided upon taking up membership (contract, contact numbers/address/e-mail etc.) must be communicated to the Library as soon as possible.

MEMBERSHIP

1. There is a one-off €10,00 fee for library membership. Membership of the FAO Staff Coop is a prerequisite.
2. A member is entitled to four pockets. Dependents are allowed four pockets each to a maximum of 12 pockets per family.

BOOK BORROWING

1. New books may be borrowed at a borrowing fee of €1,50 for a period of one week, renewable for 1 additional week at the same fee.
2. Other hardback books may be borrowed at a fee of €1,00 for a period of two weeks, renewable for an additional two weeks at the same fee.
3. Paperbacks may be borrowed at a fee of €1,00 for a period of two months, not renewable.
4. Members departing on duty travel or vacation may only borrow paperbacks.

RENEWALS

Renewals of hardback books may be made by telephone (call ext. 53479) during Library working hours (see above), giving the following information: accession number (marked in red on the inside cover of the book), as well as the return date originally stamped in the book. Renewal is allowed for a maximum of one further period for new and hardback books, paperbacks are not renewable. Please see above for fees.

FINES: Fines on overdue books are as follows:

NEW BOOKS:	€2,00 per week or portion of week
OTHER HARDBACK BOOKS:	€1,00 per week or portion of week
PAPERBACKS:	€1,00 per week or portion of week

LOST BOOKS and POCKETS

1. Members are responsible for books borrowed and library pockets issued in their name.
2. Members are strongly advised not to lend their pockets or library books to any other person, as members will be liable for any lost books borrowed and pockets issued in their name.
3. Lost or damaged new and other hardcover books will have to be refunded in accordance with the Library's evaluation.
4. A lost paperback may be replaced with another in good condition, as per the Library's evaluation.
5. All fines due up to the time a book is reported lost must be paid.
6. Lost pockets may be replaced at a cost of €1,00 each.
7. It is forbidden to return library books by internal mail.
8. Anyone refusing to pay fines for a late book or to pay for a lost book may have their membership (plus any family membership) cancelled.

SEPARATION

1. Retired members living in Rome and surrounding areas may continue full membership by giving the Library their mobile and landline telephone numbers, home and email addresses in a timely manner.
2. On separation, retirement or transfer to another office base, members are requested to return all pockets to the library personally, so that pockets can be updated as per point 1 above or cancelled as required.
3. **Please remember to keep the Library informed of any changes in your status, e.g. contract renewal, transfer to field, separation, retirement.**