

Welcome to the SPOCAAS Library



The SPOCAAS Library is an exciting and growing part of SPOCAAS, offering members the opportunity to access many excellent and valuable resources related to ASD (Autism Spectrum Disorder) and other related conditions.

Within the library, SPOCAAS has a growing selection of books, DVDs, brochures, articles and other items that can help and benefit families, professionals and other people interested in ASD.

Who is eligible for SPOCAAS Library Membership?

- ❖ Any person who is a member of SPOCAAS can be a member of the library. (This is **anyone** with an interest in Autism Spectrum Disorders)

How to join the SPOCAAS Library

1. Become a SPOCAAS Member (It's free for everyone)
2. Fill in a SPOCAAS Library Membership Application Form
3. Begin to borrow from the SPOCAAS Library located at Community Living & Respite Inc office, 26A Percy Street Echuca.

How much does SPOCAAS Library Membership cost?

- ❖ The SPOCAAS library is free to join and you will be supplied with a library membership card free of charge. (**Please note: there is a \$2.00 charge for the replacement of a lost library card.*)

For further information regarding the SPOCAAS Library please contact SPOCAAS

PO Box 979 Echuca Vic 3564 : 26A Percy Street Echuca : spocaas@clrs.org.au : 5480 2388

SPOCAAS is a Committee of Community Living & Respite Services Inc



SPOCAAS Library Membership Application Form

Name _____

Address _____

Phone (B/H) _____

Phone (A/H) _____

Mobile _____

Email _____

I prefer to be contacted by:

please your preferred method of contact below

Phone – Business Hours / After Hours

Mobile – Call / Text

Email

I acknowledge that the SPOCAAS Committee/Library Team/ CLRS will use my contact details to make contact with me in regard to my SPOCAAS Library Membership, and that it is my responsibility to update any changes to this information.

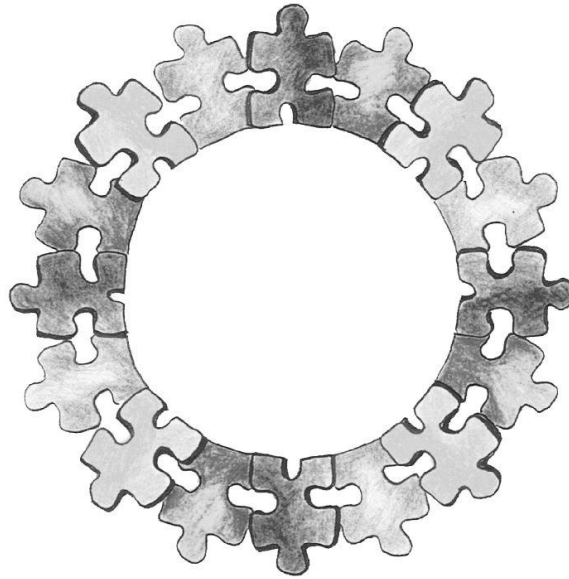
By completing the SPOCAAS Library Membership Application, I acknowledge that I have received, read and agree to SPOCAAS Library Membership Guidelines

Signature _____

Date _____

OFFICE USE ONLY

Date Received	Date Processed
Approved By	Member Number



SPOCAAS Library Membership Guidelines

These guidelines accompany the SPOCAAS Library Membership Card, and must be read and agreed to by the Library member prior to borrowing from the SPOCAAS Library. For assistance and any further information, please contact a member of the SPOCAAS Library team or the SPOCAAS Coordinator.

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Other things you need to know

- ❖ Members are permitted to borrow **two (2)** resources at a time for a loan period of **one (1) month**. Loans may be extended by calling 5480 2388, so long as there are no other requests on the item.
- ❖ Resources that are marked '**Reference Only**' will be available for members to look at the office of Community Living & Respite Services in Percy Street Echuca and sometimes during meetings. Some reference items will be made available for photocopying if requested.
- ❖ The SPOCAAS Library will be open for loans and returns at the office of Community Living and Respite Services Inc, 26A Percy Street Echuca 9.30am till 4pm Monday to Friday (and on occasion at events.)
- ❖ SPOCAAS is not currently able to provide a postal service for library resources. All items will need to be collected from the Community Living & Respite Office 26A Percy Street Echuca
- ❖ Members are welcome to return library resources by mail, however, members must take full responsibility (including the cost of replacement) for any items that are mislaid through the postal system. To ensure the safe return of items, SPOCAAS recommends the use of 'Registered Post' for any items that are returned by mail.
- ❖ The SPOCAAS Library relies on its members to keep the library service running smoothly and effectively. Many of the resources in the SPOCAAS Library have been donated by families, professionals, and local organisations in support of SPOCAAS. Therefore it is expected that all members will treat the service with respect, and in turn, treat the resources with respect and care. In the event that a resource is damaged or lost whilst on loan, it is expected that the member will report the damage/loss to the SPOCAAS Coordinator or SPOCAAS Library Team immediately. The member will be financially responsible for repairs to the damaged item or the replacement cost of the item
- ❖ Lost SPOCAAS Membership cards must be reported to spocaas@clrs.org.au or by text to 0428 382 668 or call 5480 2388. The replacement of lost library cards will incur a \$2.00 charge.
- ❖ Members will be required to show their library card at the time of borrowing.
- ❖ Borrowing from the SPOCAAS Library confirms that you acknowledge and accept all the information and conditions outlined in the SPOCAAS Library Membership Guidelines.

These guidelines are under regular review by Community Living & Respite Services Inc and the SPOCAAS Committee and are subject to change.