

# Multicultural Centre for Women's Health

## Library Policy and Membership forms

2017



Multicultural Centre for Women's Health is a national organisation run by immigrant and refugee women and dedicated to immigrant and refugee women's health.

## Multicultural Centre for Women's Health Library Policy

The Multicultural Centre for Women's Health Multilingual Library Collection is unique and difficult to replace. We ask that you respect the Collection and Library Policy to ensure that all members across Australia can have equal and easy access.

### MCWH Membership is free!

In order to borrow books, reports and DVD's you must be a member of the Multicultural Centre for Women's Health Library. Please fill in the details on page 3 and bring with you a form of identification so the Multilingual Library & Resource Coordinator can issue you with a library card.

### Identification

Acceptable forms of identification include:

- Driver licence or learner permit
- Concession card
- Student card with address on it
- Health care card

Please note only **one** of these forms of identification is required.

### MCWH Library Hours

The Multicultural Centre for Women's Health Library is open Monday to Friday between 10am-3pm. This does not include Public Holidays. Please note these are general browsing and borrowing hours. Currently the library is undergoing some changes, so if you do require specific assistance, please

contact the Multilingual Library & Resource Coordinator on 03 9418 0910 or [carmela@mcwh.com.au](mailto:carmela@mcwh.com.au) to make an appointment.

### What items are available for borrowing?

Books and reports are borrowed on a fortnightly basis. They are renewable for two week periods, except where a hold has been placed on the book or report in question; such items need to be returned by the due date and the loan period cannot be extended.

An overdue notice will be sent regarding books or reports that are not returned by the due date. A borrower's lending rights will be suspended until all overdue items are returned. Please note that some reports may not be borrowed, these are clearly marked as Reference material.

### The MCWH Library Collection includes:

In addition to books and reports the library collection also includes:

#### Reference Material

This collection is not available for loan. Reference items may be used at MCWH.

#### Journals

The Journal Collections is not available for loan. Journals are to be used at MCWH.

#### D.V.D.'s

DVD's may be borrowed for up to three days. Women may also view these DVD's, at MCWH, please contact us to arrange a viewing time. If the DVD is not returned by the due date an overdue notice will either be sent or the organisation will be contacted to ensure the DVD's is returned. It is the responsibility of the borrower to return the DVD.

### Costs incurred that do not relate to membership:

Although Library membership is free, borrowers are responsible for any costs related relating to the return of library items such as postage, courier charges, costs relating to the replacement of damaged or otherwise non-returned items, and photocopying.

Suite 207, Level 2, Carringbush Building, 134 Cambridge Street, Collingwood VIC 3066

T 03 9418 0999 | F 03 9417 7877 | W [www.mcwh.com.au](http://www.mcwh.com.au) | E [reception@mcwh.com.au](mailto:reception@mcwh.com.au) | ABN 48 188 616 970

A national voice for immigrant & refugee women's wellbeing in Australia FREE CALL 1800 656 421

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Please fill in your details and return to the Multilingual Library & Resource Coordinator, at the Multicultural Centre for Women's Health. You can download and fill out the form and email it to [carmela@mcwh.com.au](mailto:carmela@mcwh.com.au) Or you can bring the form in with your identification when you visit MCWH, Suite 207, Level 2, Carringbush Building, 134 Cambridge Street, Collingwood.

Name: .....

Address: .....

Suburb: ..... Postcode: .....

Contact email: .....

Telephone: .....

.....

I have read and agree to the policies of the Multicultural Centre for Women's Health Library and Resource Collection.

.....

Signature

.....

Date

To be filled out by the Library & Resource Coordinator

Membership number: .....

Identification details: .....

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