

W&HBB Lending Library Rules

1. Some necessary definitions

Publication is one of the books pamphlets other publications in any media and other items listed under the title of W&HBB Lending Library and published on the W&HBB website from time to time.

Committee is the management committee of Branch as it is constituted from time to time.

Member has the same meaning as in the constitutional documents of KBKA.

W&HBB and **Branch** is in each case Whitstable & Herne Bay Beekeepers, a branch of KBKA.

KBKA is Kent Beekeepers Association a company limited by guarantee, company number 238630, registered charity number 222946.

2. How do I borrow a Publication ?

A Publication may only be borrowed by a Member of Branch and only under the Permitted Process.

Borrowing is effected by taking the following steps, in the order in which they are listed (the '**Permitted Process**')

- notifying the Branch Librarian of the relevant Publication and the proposed start date of the Period (if that is not to be the date of the next following Branch meeting),
- the Member receiving notification that the Publication is available for loan as at the start of the Period,
- collection by the Member of the Publication from the Branch Librarian or their delegate at a Branch meeting (or other place or event agreed for that purpose with the Branch Librarian).

A Member may borrow no more than two Publications at any one time.

3. For how long can I borrow a Publication ?

Borrowing shall be for the duration of a Period.

A Period commences on the date of collection of the Publication from the Branch Librarian or their delegate and expires on the date of the next following Branch meeting.

A Member may borrow the same Publication more than once, each for a subsequent Period and in each case provided that for each Period the Permitted Process is followed.

4. When and how do I return the borrowed Publication to Branch ?

On or before the expiry of the Period the Publication must be returned to the Branch Librarian or their delegate, unless another Period has been agreed to commence coincident with the end of the prior Period, in accordance with the Permitted Process.

5. How do I reserve a Publication which is currently on loan to another Member ?

A Member may 'reserve' for their borrowing a Publication that is at that time on loan to another Member on the basis that such Member's Period shall commence on the date of the Branch meeting at which the other Member's Period ends.

Reservation is effected by notice to the Branch Librarian or their delegate and takes effect on a first come first served basis.

If a Publication that is the subject of a reservation is not available on the date that the reserving Member's Period is due to commence (for example because it has not been returned when due or for any other reason), then such reservation shall be deferred by agreement between the Member and the Branch Librarian or their delegate until the Publication is available to be borrowed (subject to a cap of deferral of 16 weeks from the date the original reservation was made).

A Member may cancel their reservation by notice to the Branch Librarian or their delegate at any time. A reservation shall automatically cease when the reserving Member collects the available Publication. If the reserving Member does not collect the available Publication within 7 days of the date on which their Period is due to commence, their reservation of that Publication shall be void.

6. What happens if I return the Publication late or the Publication is lost, damaged or destroyed whilst on loan to me ?

The W&HBB Lending Library is made available under the Lending Library Rules in good faith as a benefit arising from membership of the Branch to be enjoyed by Members acting in good faith. Accordingly it should be noted that:

- Members are expected to return the loaned Publication on or before the expiry of the relevant Period and to comply with the Lending Library Rules.

- Title to the Publication remains with KBKA at all times. A Publication must not be loaned hired gifted or sold to any other person or otherwise disposed of in whole or in part, without the prior written consent of the Committee.

- Risk in the Publication remains with the borrowing Member until the Publication is returned to the Branch Librarian or their delegate. The Member is expected to take all reasonable care of the Publication while it is loaned to the Member and to return it in the same condition as it was in at the start of the Period (fair wear and tear excepted), failing which the Member is expected to replace or repair the Publication at the Member's cost without delay.

In the event of a Member repeatedly failing to honour the Lending Library Rules, and in particular Rule 6., the Committee reserves the right - if it so decides and by notice to the Member - to suspend that Member's participation in the W&HBB Lending Library for such period as the Committee considers appropriate. In such event any Publication then on loan to the Members shall be returned to the Branch Librarian or their delegate without delay.

7. General

These Lending Library Rules shall be read and construed in accordance with English law, they may be amended by notice to Members and/or notice published on W&HBB website from time to time and any such amended rules shall be applicable to any Period commencing after the date of such notice.

In the event of disagreement regarding the application of the Lending Library Rules the matter shall in the first instance be referred to the Branch Secretary for assistance to seek resolution between the parties.

Adopted 091122