

## Membership Scheme for Drama Association of Wales Collection at RWCMD Library

### RWCMD Contact details:

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## 1. Arrangements for current members (to be reviewed July 2015)

### 1.1 Annual Subscription rates as current charges for UK members

Category	Net	VAT	TOTAL
Individual	£20.83	£4.17	£25.00
Group	£41.67	£8.33	£50.00
Corporate	£83.33	£16.67	£100.00

### 1.2 Hire fees

#### Plays, books and other materials

No of copies	Cost per copy	Length of hire	Postage
1	£2.00	4 weeks	£1.00
2-5	£2.00	4 weeks	£2.50
6-10	£2.00	4 weeks	£5.00
10+	£2.00	4 weeks	at cost

An invoice will be issued on return of items, to be paid within 30 days.

### 1.3 Renewals

Copies may be renewed at the same rate and for the same period, provided they have not been requested by another member.

### 1.4 Late return of items

Fines to be charged in accordance with RWCMD Library fines policy –

20p per copy per day for five working days per week, i.e. £1.00 per week, up to a maximum of £5.00 per copy. If copies are not returned after five weeks, an invoice will be issued to include replacement costs.

## 2. Arrangements for new members

### 2.1 Annual subscription rates

Category	Net	VAT	TOTAL
Individual	£29.17	£5.83	£35.00
Group	£50.00	£10.00	£60.00
Corporate	£83.33	£16.67	£100.00

## 2.2 Hire fees

No of copies	Cost per copy	Length of hire	Postage
1	£2.00	4 weeks	£1.00
2-5	£2.00	4 weeks	£2.50
6-10	£2.00	4 weeks	£5.00
10+	£2.00	4 weeks	at cost

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## 3. Opening Hours for access and telephone orders and renewals

3.1 Monday – Friday 9:00am – 4:30pm

N.B. This may be subject to some variation during vacations.  
Vacation dates and times will be shown under 'Library Information' > 'Opening Times' on the RWCMD Library website.

## 4. Entitlements of membership (all members)

4.1 The hire of up to 10 titles (single titles or sets) from the DAW Collection at any one time

4.2 A membership card

4.3 Telephone or email ordering and renewal service

4.4 Overdue notices, sent to home address or by email

4.5 The use of designated PCs within RWCMD Library to search the DAW Collection on the Library Catalogue

4.6 The use of RWCMD Library for reference purposes

4.7 An optional additional annual payment of £10.00 (incl. VAT) to allow borrowing of up to 5 items from RWCMD Library collections, as well the hire of titles (see 4.1) from the DAW collection

## 5. General rules of membership (all members)

5.1 For any lost items, members will be invoiced for the current replacement cost as well as an administration charge of £5.00 per invoice, and any late return charges incurred.

5.2 Renewal of membership may be refused if a member persistently defaults or is in debt to the Library

5.3 Access to the College computer network is not included