

(Office Use only)
Identification number:
Classification code:

Co. As. It. Italian Resource Centre

This Order Form is also a Tax Invoice for GST purposes
Co.As.It Italian Assistance Association ABN 85 005 596 485

- **School/ Teacher Subscription \$88.00 (inc GST)**

Name of School: _____

Please print clearly the e-mail addresses to which you would like all correspondence to be sent. (This is the main form of communication.)

Administration _____

Library _____

Other _____

Postal Address: _____

Suburb: _____ State: _____ Postcode: _____

Telephone: _____ Fax: _____

Locational Address: _____

Suburb: _____ State: _____ Postcode: _____

Please list names of all teachers who may use this borrowing card

Funding Source:

Catholic primary
 Catholic secondary

State primary
 State secondary

Independent primary
 Independent secondary

DEET Regional Zone / CEO Diocese: _____

N.B.: SCHOOL SUBSCRIPTION CONDITIONS MUST BE SIGNED OVERLEAF.

NOFO 201001 23MAY02-14-02 40R2

School Subscription Conditions for Italian Resource Centre

I, the undersigned, hereby apply for subscription of Co.As.It. Italian Resource Centre Library for the person/s named above.

Whilst a subscriber of the Library I agree to:

- Take responsibility for all items issued on the subscription card until returned to the library and discharged by library staff.
- Accept responsibility for the choice of library materials if intended for applicants under 18 years.
- Pay replacement and processing costs for any item/s lost, destroyed or damaged by any cause while on loan, except such damage as is caused by reasonable and fair use.
- Notify the Library Staff immediately if the subscription card is lost.
- Pay the cost of any fine incurred for overdue materials.
- Use borrowed materials only for educational purposes within the above named school, and not for profit.

Failure to comply with these conditions may result in the suspension of access or borrowing privileges.

I have read and understood the borrowing conditions and agree to abide by them.

SIGNATURE/S: _____



Conditions for viewing material at the Italian Historical Society

1. The IHS reserves the right to refuse access to its collection
2. Smoking, eating and drinking is not permitted in the IHS.
3. No ink may be used in the archive, use pencil only. Computers may be brought in and used at the discretion of the IHS.
4. All archival material must be handled with care. Do not write on the material or trace illustrations or maps. Do not fold documents or place books face down. Do not lean on material or place other documents or objects on the material.
5. No material may be removed from the archive.
6. It is the responsibility of persons requesting a copy of material (Other than small amounts for the purposes of research) to first have permission from the creator of the document.
7. Use of cameras or scanners in the IHS is forbidden.
8. Copying and reproduction of materials in the IHS archive are subject to charges.
9. The material is not to be absorbed into another repository nor added to any database without the written consent of the Italian Historical Society.

SIGNATURE OF USER _____

Please make cheques payable to Co.As.It. and mail to:

Co.As.It. Resource Centre
Subscriptions
Level 1, 189 Faraday Street,
Carlton, Victoria 3053

OFFICE USE ONLY

Card Barcode:

Cheque No:

Paid Cash:

Receipt No:

Date Processed:

