

## TERMS AND CONDITIONS

### AFM MEMBERSHIP

#### A. GENERAL POLICY

1. Fees are payable in advance. A refund may be requested within 14 days of purchase; the membership card and all items borrowed must be returned to us at the member's cost to obtain the refund.
2. A reduced rate membership is available for school/university/college students, teachers of French at any 4-18 school or university, family members of AFM staff and over 65s upon production of a document which proves this status.
3. Once a name is assigned to a membership, the membership may not be transferred to another person.
4. Membership cards remain the property of AF Manchester and we reserve the right to revoke or cancel a membership.
5. Parents/guardians are asked to countersign membership applications for members under the age of 16. It is the policy of the Alliance Française to follow age guidance on DVDs and for films screened at our premises.

#### B. LIBRARY LOANS POLICY

6. The membership card entitles the holder to borrow up to 10 items for 1 to 3 weeks as detailed below:

	<i>Books</i>	<i>Learners' Library</i>	<i>Magazines/ Newspapers</i> (past issues only)	<i>DVDs</i>
<b>No. of items</b>	4	2	2	2
<b>Loan period</b>	3 weeks	2 weeks	2 weeks	2 weeks

7. **Reservations** and **renewals** for any item may be made online, in person, by phone (0161 2367117) or by email (event@afmanchester.org). Items which have been reserved by another user may not be renewed and must be returned at the end of the initial loan period.
8. In the event of **damage, loss or destruction** of an item from the library, the member will pay for the replacement at cost price.
9. In the case of repeated loss or damage to items, the Alliance Française de Manchester reserves the right to withdraw a member's borrowing rights, without refund of membership fees.
10. The Alliance Française de Manchester is closed on Bank Holidays, 2 weeks around Christmas time and 1 week around Easter (see our website for the exact dates). Library loan periods are automatically extended over these periods – although you may continue to receive automated notifications.

#### C. MEMBERSHIP BENEFITS POLICY

11. The membership card also gives access to **preferential rates** for cultural events organised or sponsored by the Alliance Française de Manchester as well as **concessionary prices** with our partners. Offers may be subject to change from time to time – see our website for the most up-to-date information on what is available.
12. As part of our service to help you enjoy the French language and French-language cultures, everyone learning French with us is entitled to free membership of the Alliance Française de Manchester library and cultural centre for one year.