



# TERMS & CONDITIONS THE PARISH LIBRARY



ST FRANCIS OF ASSISI CHURCH, JEBEL ALI, DUBAI

1. The Parish Library of St Francis of Assisi church lend books or DVDs only for registered members and shall not lend out any material for use without the permission of the administration of the library.
2. The library is located in the room 13, Padua Centre which is located on the ground floor in the main church. It is in the first room on to the left when you enter from the door after the main church entrance. It is open every Friday from 09:00hrs till 12:00hrs, except on off days for catechism classes. And it follows the calendar year September to August.
3. The library is open to all the parishioners of St Francis of Assisi, Jebel Ali, and those who wish to become a member will be required to fill the application form attached on this website and hand it over with the membership fee and the refundable deposit to the library admin. No membership card will be issued on an application that is not supported with the required fee. Following are the charges:

Charges for a new member:

- Annual Membership fee of Dhs 30.00
- Refundable deposit of Dhs 100.00

Charges for renewal of membership:

- The yearly renewal charge is Dhs 30.00 for each catechism year (September to August).  
Note: Irrespective of joining month, membership will be valid only till the month of August.

NOTE: The deposit will be refunded at the time of withdrawing the membership after checking that all the books/DVD is borrowed have been returned. A minimum of one week's notice should be given to the librarian to request for the deposit.

4. Members are permitted to borrow a maximum of 2 items (books or DVDs) and these should be returned within 14 days of issuance. A book borrowed may be renewed for a further period not exceeding 14 days beyond the initial period of loan, if the book has not been demanded or reserved by any other member.
5. There will be an overdue fee charged for Books/DVDs not returned within a period of 2 weeks.
6. Before leaving the counter, the member shall ensure that the book lent to him/her is in proper condition and if not, notify the librarian immediately, otherwise he or she shall be held responsible for the replacement of the book if any defect or damage is detected at the time of return.
7. Membership Cards are not transferable. Members shall be responsible for the safe custody of Membership Cards issued to them and shall also be liable for any misuse of the card by any other person. Loss of Membership Card shall be reported forthwith to any of the library administration and the member can obtain a duplicate card.
8. If a book or DVD is not returned within 30 days from the due date, the cost of the book will be deducted from the deposit amount and a notification will be sent to the member. Holidays will be considered when taking such decisions.
9. The parent/guardian of the children applying for membership shall be responsible for ensuring compliance to the above rules by their children and will also be responsible for any damage or loss caused by the children concerned.
10. In order to protect the resources, no food and drinks will be permitted inside the library.
11. If any who interested in volunteering in the library, kindly contact any of the library admin staff, write to below email or approach parish office.

The Administration

**The Parish Library**

**St Francis of Assisi, Jebel Ali, Dubai**

Email: [parishlibrary.sfajebelali@gmail.com](mailto:parishlibrary.sfajebelali@gmail.com)