

Park Friends: library services

This note describes the facilities and services that are available free of charge to Park Friends at any of the borough's libraries. These services are intended for small volumes of work and subject to availability and fair usage as described below. Library staff are there to help, but please plan your work and/or requests for assistance well in advance. Please talk directly to your library manager about the best time to use and/or what services are available in your local library.

On production of a valid identification card, Park Friends are able to avail themselves of the following:

- use of computer, printing and photocopy facilities.
- use of notice boards to promote Friends and their activities. Please give the posters to the Library staff to display when space allows.
- use of meeting rooms for meetings, consultations and/or public talks.
- use of the internal post system to distribute printed material to other libraries.

To ensure everything is fair and equitable, there are some conditions:

- All services are subject to availability. Not all facilities are available in all libraries. Please check with the library you intend using before visiting.
- You can only use library services for free by first showing the official photographic Park Friends identification card.
- Friends group's identification cards are available from your Community Manager. Please supply a digital [jpeg] passport sized photograph when making a request for a card.
- Identification cards must not be shared.
- Only two cards will be issued to each group at any one time.
- Excessive use and/or abuse may lead to the withdrawal of free services.

Please note, free printing and photocopying is only available for small amounts and in black and white. Printing of multiple copies (e.g. for mass marketing and publicity) is not available. High volume printing may be available via the internal Bromley print and copying bureau. Please ask your Community Manager for assistance.