



Library Membership and Borrowing Guidelines

Members of the Worthing Islamic Society library may borrow a wide variety of Islamic books. We have books about Tafseer, Hadith, Fiqh, Seerah, contemporary issues and others all waiting for you to borrow, learn from and enjoy.

Library Membership:

1. Any Muslim person over 16yrs of age who lives, works or studies in Worthing and the surrounding areas may apply to become a member of the library. You may obtain an application form from the Masjid office or download an application form from the website www.worthingmasjid.com.
2. If you are under 16 years your parent or legal guardian may apply for library membership.
3. All applicants must fill in an application form and provide one letter as proof of address e.g copy of utility bill. The application form will ask for Name, Address, telephone number, e-mail address, a declaration to abide by the rules and regulations of the library. All personal information will be used in accordance with the Data Protection Act.
4. All successful applicants will receive a library card which will entitle them to borrow 1 book or 3 booklets at a time for a period of 4 weeks. Library membership will be reviewed at the start of each calendar year.
5. All applicants must pay a £10 deposit at the time of application. The deposit, which is returnable, may be used to recover the cost of any loss or damage to borrowed items and any outstanding unpaid fines.
6. Lost or misplaced books may incur a charge of up to twice the value of the book at the discretion of the executive management committee.
7. Worthing Islamic Society reserve the right to terminate membership if at any time the executive management committee decides to do so.

Borrowing Books/Items:

1. A book list will be displayed on the Masjid notice-board in the main foyer of the Masjid and on the website www.worthingmasjid.com.



2. Application forms for membership of the library may be obtained from the Masjid office or downloaded from the website and by contacting the sister's library coordinator.
3. The library will be open for brothers every Friday after Jumma prayer for 30 minutes, they may contact the Imam at this time or email the library coordinator (library@worthingmasjid.com), to submit library related enquiries.
4. Sisters may become members, borrow books and submit enquiries by contacting the sister's library coordinator. Contact details for the sister's library coordinator whose details may be found posted in the library or alternatively you may prefer to send her an email on library@worthingmasjid.com.
5. All members of the library member may only borrow one book/item or alternatively 3 booklets at a time. All borrowed items must be returned within 4 weeks.
6. Members must bring the book they wish to borrow or the relevant details to the Imam or sister's representative together with their library membership card. Member's details will be verified and the return date recorded in the book. The member's usage record card will then be updated.
7. Members must return the book(s)/item before the due return date. The member may then renew the book(s) for a further 2 weeks ONLY if the book(s) concerned have not been reserved by another member.
8. A fine will be incurred if a member fails to return borrowed books/items before the due date. If the book(s)/items are lost, stolen or damaged the member may be fined as much as twice the cost of the book and is at the discretion of the executive management committee.

Persistent misuse or late return may result in cancelation of membership.

Members are requested to look after the books for the benefit of everyone.

Future Planned Development:

The committee wish that the library is used to its utmost capacity. We will try to include Audio material (Nasheeds, Qiraat) in the library A.S.A.P. Generous donations, ideas and help are welcome to build more comprehensive library.

*Executive Management Committee
Worthing Islamic Society*