

Text Structure and Language Features: Example 1

Language Features

Use of common abbreviations, e.g. PIN

Use of imperatives, e.g. use, write

Use of common vocabulary for personal information, e.g. residential address, first name, postcode

Use of instructions common to formatted text, e.g. use block letters

youth membership

CONDITIONS OF MEMBERSHIP

Please read the following information carefully and sign below.

You are responsible for all library materials issued on this card, and for any fees or charges that arise from its use. Please notify the library if your card is lost or stolen.

Please notify the library of any changes to your contact information. This will help us to keep in touch with you.

Fines over \$15 and/or 2 months old must be paid or access to some library services may be suspended.

The library card must be presented to access library services.

The library reserves the right to report any default of payment to a Debt Collection Agency.

You are entitled to access, and have corrected if necessary, the information that we keep on your library record at any time.

Please note that email communication may include Auckland City Libraries promotional material.

- I am free from Library Debt and agree to take full responsibility for the appropriateness of material borrowed on this card by my child.
- I agree to follow the Auckland City Bylaws on Library use.
- I have been given a brochure on my rights and responsibilities as a member of Auckland City Libraries.
- I agree to return all material borrowed by the due date and in good condition.
- I will pay any money owed promptly and notify the Library of any change of address.
- I understand and accept the conditions of membership.
- I agree that the information provided on this form is correct and that failure to comply may result in suspension of library services.

youth membership

Auckland City Libraries is bound by the Privacy Act 1993 and respects the privacy of the personal information you provide. A brochure stating our commitment and your rights will be given to you. You must provide your Name, Address and Date of Birth to obtain membership. Your Date of Birth is a "Unique Identifier" to distinguish your Library Record.

auckland citylibraries
TĀMAKI PĀTAKA KŌRERO

1 Family Name or Surname _____

2 First Names _____

2 Postal Address Street _____

3 Suburb _____

4 City _____

4 Street Address (If different from above) _____

Contact Information 5 Personal Telephone _____ 6 Work Telephone _____

7 Gender (Please circle) Male Female

8 Guardian's E-Mail (Only if this is an acceptable form of contact for regular communication from the Library) _____

32 & 34 Notices How would you prefer to be contacted? Email Mail Telephone

10 Date of Birth Day _____ Month _____ Year _____

14 Library PIN 4 digits Security Access Code _____ Please choose your own number. Allows you to access Library Services online.