

# Library Usage Policy

## 1. Purpose

The Mildura Campus Gambetta Library and the Swan Hill Learning Commons provide, maintain and develop library and information services to support the teaching, learning and research needs of Sunraysia Institute of TAFE, La Trobe University Mildura Campus and the local community. This policy provides guidelines on borrowing to ensure fair and equitable access to resources for all library users.

## 2. Scope

This policy applies to the primary Library users, who are students undertaking courses offered by the Institute, Institute staff and Community borrowers. Staff and students of other educational institutions can also become members.

## 3. Policy

### 3.1. Eligibility & Borrowing.

- 3.1.1. Registration as a borrower constitutes acceptance of terms of this policy.
- 3.1.2. Eligible borrowers are all current faculty, staff, and students of Sunraysia Institute of TAFE and/or La Trobe University, as well as Community Borrowers.
- 3.1.3. All patrons are required to use their student, staff or paid membership identification card to borrow.

### 3.2. Borrowers' Responsibilities

- 3.2.1. It is the responsibility of the borrower to return all items borrowed in good condition and on time.
- 3.2.2. The borrower is responsible for all the items charged to his or her account. That includes overdue fines (if applicable) accruing if the item is not returned by the due date, and/or charges, if the item is damaged, lost or stolen. Borrower is also responsible for notifying the Library of any changes in contact information in his/her account, or if their Library card is damaged, lost or stolen.
- 3.2.3. Loans cannot be transferred between borrowers.
- 3.2.4. Loans may not be borrowed by third parties or by proxy, unless prior arrangement has been made that the third party is appropriately identified.

### 3.3. Loan periods and renewals

- 3.3.1. Loan periods and right to renew the library materials already on loan are determined by a combination of circulation policy rules, item type, and the borrower's category.
- 3.3.2. Certain items are non-circulating, unless a special permission is granted by a Librarian.
- 3.3.3. Materials on hold for another library user, or needed for Reserves cannot be renewed.

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**3.4. Overdue penalties**

- 3.4.1. Borrowers who return items late can incur penalties including fines or computer blocks.
- 3.4.2. Library fines and replacement costs are treated as a debt to the Institute.
- 3.4.3. Overdue notices are provided to borrowers as a courtesy. Non-receipt of a notice by a borrower does not constitute grounds for dispute of a penalty.

**3.5. Online Resources**

- 3.5.1. Access to online resources including databases and full-text services subscribed to by the Library is restricted by license to current staff and students enrolled in programs offered by Sunraysia Institute of TAFE.

**3.6. Equipment Loans**

- 3.6.1. The Library has a variety of multimedia and disability support equipment, available according to a combination of circulation policy rules, item type, and the borrower's category.

**3.7. Holds**

- 3.7.1. A library user can request that item that is in circulation be put on hold for when a previous borrower returns it to the Library.

**3.8. Intercampus Requests**

- 3.8.1. Staff and students from other campuses (Swan Hill, Robinvale & Mallee) can request items from the Gambetta Library. Items from the Swan Hill Learning Commons collection can also be requested via intercampus loan.
- 3.8.2. Intercampus requests are allowed an extended loan period but are otherwise subject to the conditions of borrowing that is set out by the LRC.

**3.9. Fines and Suspensions**

- 3.9.1. All borrowers except staff are subject to fines and suspensions.
- 3.9.2. Borrowers with overdue items may not borrow until all overdues are returned.
- 3.9.3. On the second overdue notice all student borrowers have their computer privileges suspended.
- 3.9.4. Each billing notice that a student receives will incur a late fee. This fee must be paid for borrowing privileges to be reinstated
- 3.9.5. Patrons will be liable for full replacement costs (including a late fee) for non-returned, lost or damaged library materials

**4. Definitions**

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Acronym/Term	Definition
Community Borrowers	Community members that pay an annual fee to utilise the services of the Gambetta Library
LRC	Learning Resource Centre (Gambetta Library)
SHLC	Swan Hill Learning Commons

### 5. Legislative Context

- Nil.

### 6. Associated documents

#### 6.1. Associated Policies

- Privacy Policy.

#### 6.2. Associated Procedures

- Nil.

#### 6.3. Associated Forms

- Latrobe Registration Form
- Library Registration Form (Staff).

#### 6.4. Other associated documents

- Nil.

### 7. Responsibility

The Director Operations is responsible for ensuring compliance with this policy, and its associated procedures and systems.

### 8. Review Frequency

This policy is to be reviewed every three (3) years.

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