

Library Usage Policy

1. Purpose

The Mildura and Swan Hill libraries 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 SuniTAFE, SuniTAFE staff and Community borrowers. Staff and students of other educational institutions can also become members.

3. Definitions

Acronym/Term	Definition
Community Borrowers	Community members that pay an annual/biannual fee to utilise the services of the library

4. Policy

4.1. Eligibility & borrowing

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

4.2. Borrowers' Responsibilities

- 4.2.1. It is the responsibility of the borrower to return all items borrowed in good condition and on time.
- 4.2.2. The borrower is responsible for all the items charged to their account. The borrower is also responsible for notifying the library of any changes in contact information in their account, or if their Library card is damaged, lost or stolen.
- 4.2.3. Loans cannot be transferred between borrowers.
- 4.2.4. Loans may not be borrowed by third parties or by proxy, unless prior arrangement has been made that the third party is appropriately identified.

4.3. Loan periods and renewals

- 4.3.1. 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.
- 4.3.2. Certain items are non-circulating, unless a special permission is granted by a Librarian.

Warning – Uncontrolled when printed.

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Endorsed by: the Leadership Team

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- 4.3.3. Materials on hold for another library user, or short-term loans (7 day) cannot be renewed.

4.4. Online Resources

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

4.5. Equipment Loans

- 4.5.1. 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.

4.6. Holds

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

4.7. Intercampus Requests

- 4.7.1. Library resources can be requested by staff and students as an Intercampus request between campuses. Items have a status of non-circulating can't be sent without the permission of the La Trobe Library Coordinator or Library Team Leader
- 4.7.2. Intercampus requests are allowed an extended loan period but are otherwise subject to the conditions of borrowing that is set out by the library .

4.8. Overdue and Damaged items

- 4.8.1. Borrowers with overdue items may not borrow until all overdues are returned.
- 4.8.2. Patrons will be liable for full replacement costs for non-returned, lost or damaged library materials

5. Legislative Context

- Nil.

6. Associated documents

6.1. Associated Policies

- Information Privacy Policy.

6.2. Associated Procedures

- Nil.

6.3. Associated Forms

- Nil.

6.4. Other associated documents

- Nil.

7. Responsibility

The General Manager of Education is responsible for ensuring compliance with this policy, and its associated procedures and systems.

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8. Review Frequency

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

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