



CHRISTIAN HERITAGE COLLEGE

POLICY: Library Borrowing

Policy Group(s): Group C: Administration – 2. Library (Ref C2/0707.1-0612)

Related Policy: Library Conduct
Library Equipment Usage

Commencement Date: July 2007 **Review Date:** June 2017

POLICY STATEMENT

Intent:

To provide maximum availability of library resources for patrons in the most efficient manner.

Scope: This policy applies to all Christian Heritage College (CHC) students, staff and visitors to the library.

Restrictions: Nil

Exclusions: Nil

Objectives:

1. To provide the most efficient use of library resources.
2. To maintain a valid record of all loans transactions.

Policy Provisions:

1. **Borrowing of Resources**
 - 1.1 **A Student ID card or Library Card** is required for all loans, renewals and reserves at the Circulation Desk.
 - 1.2 **Student/Staff ID and password** are required for all online renewals and reserves.
 - 1.3 External borrowers may not renew resources online.
 - 1.4 **General loans** are for a two week period (extra time is allowed for return mailing where required).
 - 1.5 **One Week Loans** are high demand resources, including all titles on current recommended reading lists. These are placed on restricted loan for a period of one week (extra time is allowed for return mailing where required). These books must be treated as top priority and returned promptly so that other students do not miss out. External borrowers do not have access to one week loans.
 - 1.6 **Library Use Only loans** are prescribed texts and may be obtained from library staff at the Circulation Desk. The length of loan is for two hours at a time. Overnight loans may be negotiated with library staff.
 - 1.7 **Posters** including maps and charts are available for two week loans.

- 1.8 **Hardcopy journals and reference books** are available for library use only.
 - 1.9 The fine rate for **overdue resources** is as advised in the Fees and Charges document on the CHC website.
 - 1.10 **Inter Library Loans** may be requested by faculty and postgraduate research students.
 - 1.11 **Reciprocal Borrowing Rights** are available, gratis, for CHC students and staff at all UNILINC libraries. Students should apply to the librarian, or delegate, for a letter to the relevant institution.
2. **Loan Limits**
- 2.1 Full time students are permitted to have up to 12 resources out on loan at any one time; part time and distance students up to eight. Within these limits, students may have up to four One Week Loans at any one time. For a detailed list of loan limits see the "Library Guide" on the Library page in the CHC website.
 - 2.2 Postgraduate research students are permitted to have up to 20 resources at a time.
 - 2.3 School of Education students on Professional Experience Placement may have an unlimited number of loans from the Curriculum collection for the duration of the placement.
 - 2.4 Academic Staff:
 - 2.4.1 May have up to 30 loans at any one time during teaching terms;
 - 2.4.2 May have unlimited loans at other times;
 - 2.4.3 May request semester loans for general resources on the condition that resources may be recalled if requested by another patron;
 - 2.4.4 May not hold High Usage Loans for extended periods during term time.
3. **Loan Extensions**
- 3.1 Two renewals are generally allowed for all resources, unless a hold has been placed on that item by another patron.
4. **Borrowing Rights**
- 4.1 Onus is on the patron to keep track of their borrowing records.
 - 4.2 Patrons are responsible for the resources borrowed under their name.
 - 4.3 Resources should not be passed from patron to patron.
 - 4.4 CHC has a policy of withholding results while students have unpaid fees, fines or overdue resources.
 - 4.5 Patrons' borrowing rights may be suspended if they accrue fines over \$15 or have been issued with a second overdue notice.
 - 4.6 Borrowing rights will be reinstated when the outstanding loans are returned or fines paid.
5. **Lost or Damaged Resources**
- 5.1 Any resources overdue, lost or damaged are the financial responsibility of the patron in whose name the resources are borrowed.
 - 5.2 The minimum replacement cost of lost resources is \$20.

Supporting Procedures and Guidelines:

Sections of the Copyright Amendment Act 2006 – in relation to the reproduction of works and the copying of public editions – from the Commonwealth of Australia.

POLICY FURTHER INFORMATION

Relevant Commonwealth/State Legislation Copyright Amendment Act 2006

ACCOUNTABILITIES

Implementation: Library staff
Compliance: CHC Librarian
Monitoring and Evaluation: Library staff
Development/Review: Library staff
Approval Authority: CHC Executive
Interpretation & Advice: CHC Librarian

WHO SHOULD KNOW THIS POLICY?

Library staff
Students
Academic staff
Administration staff

EFFECTIVENESS OF THIS POLICY

Performance Indicators: • Circulation statistics generated monthly by the library system, UNILINC.
Other Nil
Definitions and Acronyms: CHC – Christian Heritage College

APPROVAL – section maintained by the Registrar

Reference No.	Approved	Date	Committee/Board	Resolution No. / Minute Ref.
C2/0707.1	Yes	27/09/2007	Committee of Management	4.1

REVISION HISTORY – section maintained by the Registrar

Revision Reference No.	Approved/ Rescinded	Date	Committee/Board	Resolution No. / Minute Ref.
0612				