

PP91 LIBRARY BORROWING POLICY AND PROCEDURE

PURPOSE

The purpose of this policy is to ensure equity of access and availability of library resources to students and academic staff in fulfilling their teaching and learning commitments.

SCOPE

This policy and procedure applies to SCEI administration and users of the Southern Cross Education Institute library.

DEFINITIONS

SCEI	Southern Cross Education Institute
Employee	An individual who works part-time, full-time or casual under a contract of employment, whether oral or written, express or implied, and has recognised rights and duties
Student	Active, on-campus student with a current course of enrolment with Southern Cross Education Institute. Includes a person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act, but does not include students of a kind prescribed in the ESOS Regulations
Trainer and assessor	A person who provides training and assessment in accordance to clauses 1.13, 1.14 and 1.16 of the Standards for Registered Training Organisations (RTOs) 2015.

POLICY

1. Southern Cross Education Institute shall give access to all its current students to its library of educational resources.
2. SCEI manages a sustainable lending system which ensures a robust application of procedures.
3. The eligible borrower types are:
 - 3.1. Current on-campus student
 - 3.2. Trainer and Assessor
 - 3.3. Current employee of Southern Cross Education Institute
4. Each borrower group has a slightly different loan period, number of items they can borrow as well as the length of membership renewal.

PROCEDURE

1. Loan Periods, Limits and Renewals
 - 1.1. Students
 - 1.1.1. All students must have a photographic, valid SCEI ID card to borrow from the library.
 - 1.1.2. A total of 2 items can be borrowed from the physical library at any time.
 - 1.1.3. A total of 2 items can be borrowed from the online library at any time.
 - 1.1.4. All library items from both physical and online libraries have a 2-day loan period.
 - 1.1.5. Items labelled as "Reference/ Not for Loan" are not available for loan.
 - 1.1.6. Items can be renewed once for a period of 2 days.
 - 1.1.7. Fines for late returns accrue at \$5.00 a day in most instances.
 - 1.1.8. Library borrowing accounts are frozen if any items are overdue or fines and charges exceed \$30.00.
 - 1.2. Trainer and Assessor and Employees
 - 1.2.1. A total of 2 items can be borrowed at any time.
 - 1.2.2. Staff copies/ class copies have a loan period of 7 days.
 - 1.2.3. Items labelled as "Reference/ Not for Loan" can be borrowed for 2 days excluding journals.

- 1.2.4. Items can be renewed once for a period of 2 days.
- 1.2.5. Library borrowing accounts are frozen if any items is overdue or fines and charges exceed \$30.00.
- 2. Reservations (Holds)
 - 2.1. Most items which are on loan to another borrower can be reserved. This is possible by contacting the library by email, phone or in person and requesting an item be held on reserve. On return items the requestor will be notified by phone or email.
 - 2.2. Items will be held on reservation for a period of seven (7) days before putting back in circulation.
- 3. Late fees and Penalties
 - 3.1. Users who fail to return items on or before the due date incur late fee (\$5.00 per day) and penalties. These fees and penalties are designed to assist students by maximising access to and availability of library materials.
 - 3.2. It is a condition of SCEI library membership that all users take full responsibility for the items they use both on and off campus, including returning items by the due date.
 - 3.3. The following courtesy notices are sent to email addresses held on the library management system KOHA:
 - 3.3.1. Reminder notice: 1 calendar day prior to item due date
 - 3.3.2. 1st overdue notice: 2 days past due date
 - 3.3.3. Final overdue notice: 5 days past due date
 - 3.3.4. Notice of intention to recover lost items: 10 days after due date
 - 3.3.5. Notice of fees or charges in excess of \$30: when limit is reached
 - 3.4. Where no email address is available a printed overdue notice will be mailed.
 - 3.5. Borrowing privileges are suspended when items on loan are not returned on or before the due date. Borrowing privileges are resumed when the items are returned, as long as the accrued fines are less than \$30 within a semester period.
 - 3.6. When charges exceed \$30 the user's account will be suspended until all fees are discharged.
 - 3.7. Lost items are charged at the purchase/replacement price or average book price plus a processing fee of \$25. In circumstances where the borrower chooses to replace the lost item with an identical copy of the same edition, the processing fee of \$25 is still levied.
 - 3.8. In circumstances where students owe late fees in excess of \$30 or have outstanding lost items on their record, no subject results or transcripts will be issued.

RELATED DOCUMENTS

PP03 Student Fees and Charges Policy and Procedure

LEGISLATIVE CONTEXT

Nil

RESPONSIBILITIES

Administration and Accounts Departments are responsible for following and implementing this policy and procedure
All students and SCEI using the library services are responsible for abiding this policy and procedure

Author	Campus Manager
Approved by	Chief Executive Officer
Effective date	24 January 2019
Version	v1.3
Review date	January 2021