

Think: Education Group

Learning Resource Centres

BORROWING POLICY

Introduction

Think: Education Group has Learning Resource Centres at each of its campuses. These Resource Centres are provided for the use and benefit of current students and staff of the group, including members of the Academic Board.

Think: Colleges are also a member of the UNILINC shared catalogue system. The link to this catalogue is <http://bonza.unilinc.edu.au/northpoint>. Assistance with using the catalogue can be obtained from the Resource Centre staff.

Think Education also subscribes to the Infotrac database, which indexes 10,000 journals and newspapers with approximately 6,000 of those titles available in full text online. Internet access is via the following URL: <http://infotrac.galegroup.com/itweb/think/>. Assistance with using the database can be obtained from the Resource Centre staff.

- The bulk of the Resource Centre materials are for loan by eligible borrowers
- Material in the Reference collection is not for loan
- The Loans Service has priority within the Resource Centre activities
- Borrowers are solely and totally responsible for the safekeeping and return of items borrowed on their staff/student ID card

1. General Information

Loan periods are determined by the type of material and the perceived demand for that material.

The aim of the borrowing policy is to ensure that students and staff have equitable access to the information they require for the purpose of completing assignments and other educational purposes.

Consequently, loans periods may alter from time to time to meet changes in perceived demand.

2. Borrowing Policies

2.1. Academic Staff

Academic Staff members need to register their details with the resource centre on their campus.

An academic staff member can borrow any items in the collection, including DVDs and CDs. Academic staff may borrow an unlimited number of items.

The current loan period for academic staff is four (4) weeks for all materials, which can be extended, unless someone else wants to borrow the material.

Lost or damaged books must be paid for, plus an additional \$20.00 to cover processing and acquisition costs.

Items not returned by the due date will attract a fine of \$1 a day per overdue item and will become due for payment when the amount reaches \$14 per item.

All borrowing rights will cease at the end of the staff member's employment contract and it is expected that all outstanding items are returned to the Resource Centre or the relevant Program Director.

2.2 Administrative Staff

Administrative Staff members need to register their details with the resource centre on their campus.

Administrative staff members may borrow a maximum of three items at any one time.

The current loan periods for administrative staff members are outlined below:

- General monograph collection: Two (2) weeks or two (2) days for items in high demand
- Closed reserve: Two (2) hours (no overnight loans)
- Serial collection: Two (2) days

Lost or damaged books must be paid for, plus an additional \$20.00 to cover processing and acquisition costs.

Items not returned by the due date will attract a fine of \$1 a day per overdue item and will become due for payment when the amount reaches \$14 per item.

All borrowing rights will cease at the end of the staff member's employment contract and it is expected that all outstanding items are returned to the Resource Centre or the relevant Head of College/ Head of Division.

2.3 Students

Students will be given a student ID card when they enrol in their course. This card will allow access to the Resource Centre by creating a borrower's account.

Students may borrow a maximum of three items at any one time.

The current loan periods for students are outlined below:

- General monograph collection: Two (2) weeks or two (2) days for items in high demand
- Closed reserve: Two (2) hours (no overnight loans)
- Serial collection: Two (2) days

Lost or damaged books must be paid for, plus an additional \$20.00 to cover processing and acquisition costs.

Items not returned by the due date will attract a fine of \$1 a day per overdue item and will become due for payment when the amount reaches \$14 per item.

If you have material overdue, your borrowing privileges will be suspended until you have returned all material and paid any fines or charges due. All books must be returned before the end of the semester. Transcripts, testamurs and graduation will be withheld until all library debts have been paid.

2.4 Other Borrowers

Staff and students from Unilinc institutions that have signed the Reciprocal Borrowing Agreement may borrow eligible material.

3. Renewals

Provided an item is not in high demand it can be renewed. Items can only be renewed once. Overdue items may not be renewed.

4. Reservations

Only items on loan or awaiting collection can be reserved.

Borrowers will be notified by email when an item is available.

Items for collection will be held for two days before being returned to the general collection or being passed on to the next borrower on the reservation list.

5. ID cards

Both staff and students need to show their current ID card to borrow from the Think: Resource Centres. Please report lost or stolen cards immediately.

6. Responsibility

All borrowers are responsible for the material borrowed on their Resource Centre account.

7. Reminders and Overdue Notices

All reminder and overdue notices from the Resource Centre are sent to staff and students' college email addresses. It is important to check this account regularly to ensure that borrowing privileges are not suspended and charges are not applied.

8. Inter-Library Loans

Students and staff may request the Resource Centre obtain items from other Unilinc Libraries. Note only items from Unilinc libraries will be obtained for students as there are charges for loans from other institutions.

Periods and conditions of loans from other libraries are determined by the lending Institution.

9. Purchases

If staff members require the Resource Centre to purchase resources, they need to make recommendations through the relevant Program Director or Head of College

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