

LIBRARY LOANS SANCTIONS

To ensure equitable access to Library materials for all library users, borrowing privileges are suspended when Library item(s) on loan become overdue or when total Library fines and/or replacement charges reach \$50.

3-hour loan items	\$2 per hour per item
7-day loan items	\$2 per day per item
Library items more than 35 days overdue or declared lost	Purchase price of items plus processing fee of \$23.20
Total \$50 or more in Library fines and/or replacement charges	Borrowing privileges* suspended until total charges reduced below \$50
When any Library item is overdue	Borrowing privileges* suspended until item(s) returned

*Borrowing privileges include borrowing, renewals and placing holds

Note: For overdue items and fines accrued elsewhere in the University, the Library does not suspend borrowing privileges.

How to avoid fines/sanctions:

- Renew items on time
- Return items on or before the due date via the returns chute in the Library on Level B
- Check your staff or student email regularly for Library notices and keep date due receipts in a safe place
- Check your [Library Space](#) to see when your loans are due back
- Update your personal contact details held by the University through [OSIS](#)

Payment of Library Fines and Charges

Cash Payments:

Cash payments can be made at the Service One Credit Union branch located at the Student Centre 1B 150. Payments are accepted between the hours of 9:00am - 4:30pm Monday to Friday.*

When making payment, advise staff of your student number and the amount you intend to pay.

*Please note: **Cash transactions are not available in the Library.**

Credit/Debit card payments:

Credit/Debit card payments can be made in person at the Service One Credit Union branch located at the Student Centre 1B 150. Payments can be made by credit/debit card at the Library during opening hours. When making payment, advise staff of your student number and the amount you intend to pay.

Payment by mail:

Cheques and money order payments are accepted. Please write your name and ID number on the cheque or money order. These can be sent to:

The Library
University of Canberra ACT 2601

Notices of outstanding Library Fines and/or Replacement Charges are sent as a courtesy at the end of each month.

Appeals regarding library fines and sanctions

If you believe a suspension or fine is incorrect or unfair, you can make a representation for the fine to be reduced or waived. Some common reasons for this include:

- illness
- serious personal circumstances
- financial hardship
- you believe the library has made an error

Failure to receive or read library notices, or failure to check [My Library Space](#), is not considered valid reasons for a reduction or waiver.

Library Information and Loans contact details

- Phone (02) 6201 2953
- Email loans@canberra.edu.au

Borrowing from the Library

Handy facts & information for:

- ❖ UC Students
- ❖ UC College Students



HOW DO I BECOME A MEMBER OF THE LIBRARY?

- All current University of Canberra students, UC College students, and UC School Students are automatically registered as members of the Library.

HOW LONG WILL MY MEMBERSHIP LAST?

- As a UC student your Library membership lasts for the duration of your enrolment at the University of Canberra, UC College or UC School.
- You must have a current UC Student card to be eligible to use the Library.

HOW DO I BORROW FROM THE LIBRARY?

- To borrow items, bring them with your student card to the Information & Loans Desk or use the self check machines available on Level B

WHAT CAN I BORROW AND FOR HOW LONG?

- All UC students, UC College students & UC Schools may borrow a maximum of 50 items.
- Students may borrow a maximum of 10 x 7 day loan items, and 2 x 3hr loan items at one time from the Short Loan collection for the period specified.
- Journals are not for loan unless otherwise indicated
- Undergraduate, Graduate Diploma, Graduate Certificate and Masters by coursework students may borrow general loan items for 21 days.
- Masters by research, PhD and Honours students may borrow general loan items for 90 days.
- The 90 day loan period can be reduced to a minimum of 21 days if an item is requested by another borrower or for inclusion in the Short Loan Collection. An email is sent to the original borrower with the new due date of the item.

CAN I RENEW MY ITEMS?

- You may renew all items except 3 hour loan items and overdue loans.
- Items which are requested for another borrower MAY NOT be renewed.
- You may renew items via your online borrower record ([My Library Space](#)) or by contacting the library via phone or in person.

CAN I PLACE A REQUEST FOR AN ITEM?

- You may request a hold to be placed on any item **that is on loan to another client**, except 3 hour loan items.

CAN I RECALL ITEMS?

- If an item is on long-term loan (longer than 21 days) to another borrower and you need to use it, you can request a hold to be placed on the item and then ask Library staff at the Information & Loans Desk to recall it for you to borrow.

WHAT IS MY LIBRARY SPACE AND HOW DO I ACCESS IT?

- You can use [My Library Space](#) to check what items you have on loan and when they are due, to renew and request holds on items and to see if you have incurred Library fines.
- Access is via the Library home page www.canberra.edu.au/library
- From Quick Links click on: Borrowing and select Check/Renew Loans.
- Log in with your username: uStudent ID Number and your password: UC Network Password.

For further information on how to borrow, renew, request holds or recall items, please contact the Library via phone, email, in person or via the Library website.

HOW DOES THE LIBRARY CONTACT YOU?

- The Library uses your student email address to send all correspondence. It is essential that you know how to access your student email and that you check for new messages regularly.
- Please remember to update any changes to your personal details using the OSIS student system.

CAN I BORROW FROM OTHER UNIVERSITY LIBRARIES?

- The University Library Australia borrowing agreement provides membership to other participating Australian university libraries. All libraries require proof of current enrolment at the University of Canberra and some libraries may charge membership fees.
- For the membership requirements of other libraries, we recommend that you contact the library concerned.

LIBRARY SERVICES FOR OFF-CAMPUS

- <http://www.canberra.edu.au/library/services/off-campus>
- Phone (02) 6201 5729

INTERLIBRARY LOANS AND DOCUMENT DELIVERY

If you require a book or an article that the Library does not hold, you can use the Interlibrary Loans and Document Delivery Service.

- http://www.canberra.edu.au/library/services/document_delivery
- Email: docdel@canberra.edu.au
- Phone (02) 6201 5729