

LIBRARY LOANS SANCTIONS

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

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

*Borrowing privileges include borrowing, renewals and placing holds.

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 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 by contacting the Information and Loans Desk

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 Library number and the amount you intend to pay.

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 Library number and the amount you intend to pay.

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

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 your [Library Space](#), is not considered valid reasons for a reduction or waiver.

Borrowing from the Library

❖ Community Borrowers

❖ External Borrowers

❖ UC Alumni

Information and Loans Desk
Contact Details

Phone: (02) 6201 2953

Email: loans@canberra.edu.au

Web: www.canberra.edu.au/library



Application for External Membership

To apply for membership in the categories below, you will need to provide photographic ID, proof of current enrolment or employment from your University or ACT Institution (if appropriate) and proof of your current address.

STAFF/STUDENTS FROM AUSTRALIAN UNIVERSITIES OR ACT INSTITUTIONS

If you are a staff member or student from any Australian University, or if you belong to one of the following ACT Institutions, you may apply for external membership at no cost:

- Australian Institute of Health & Welfare – staff only
- Canberra Institute of Technology – staff and students
- National Gallery of Australia Research Library – staff only
- National Sports Information Centre – Staff only
- Calvary Health Care, ACT

The Library External Membership Form is available from the Information and Loans Desk in the Library or online at:

www.canberra.edu.au/library/attachments/pdf/External-Membership-Form2009.pdf

UNIVERSITY OF CANBERRA ALUMNI

Membership is available to previous UC staff or students. Current Alumni membership card is used to register with the UC Library.

The Library Alumni Membership form is available from the Information and Loans Desk in the library or online at:

www.canberra.edu.au/library/attachments/pdf/External-Membership---Alumni-Associated-Students-2009.pdf

COMMUNITY MEMBERSHIP

All members of the community are welcome to view library resources within the library. Membership is required for borrowing privileges.

Current Membership Fees (GST Inclusive):

\$99 for 12 months

\$49.50 for 6 months

\$27.50 for 3 months

The Library Community Membership Application Form is available from the Information and Loans Desk or online at:

www.canberra.edu.au/library/attachments/pdf/Community-Borrower-Form.pdf

The completed form must be presented with payment to the Student Centre, Building 1, Level B:

- Monday to Thursday - 9am to 4:30pm
- Friday - 9am to 4pm

Once payment is made the receipt and completed form need to be presented at the Information and Loans desk in the Library to complete registration.

LOAN PERIODS AND LIBRARY SERVICES

- You may borrow a maximum of 10 items from the general collection
- You may renew items if not overdue or not required by another borrower
- You may place a request to hold a general collection item that is on loan
- You may use the Interlibrary Loans/Document Delivery service – charges apply
- Photocopiers are available for you to use – charges apply
- You may not borrow items that are in the Short Loan collection
- You are not able to access e-resources due to educational licence agreements

HOW DO I BORROW FROM THE LIBRARY?

- Once registered, you will be provided with an External Borrower Library Card. Alumni use their Alumni Card to borrow.
- You will need to present your library card when borrowing items at the Information and Loans Desk or at the self check unit on Level B.

HOW DOES THE LIBRARY CONTACT YOU?

- We will send you email notices to remind you to renew or return items, if you have overdue items, or to let you know that an item you have reserved is available at the Information & Loans Desk for you to borrow.
- Notices are sent as a courtesy, it is your responsibility to return or renew items before the due date.
- The Library will send these notices to you via the email address provided with your membership. Please remember to inform the Library of any changes to your personal details.

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

- You can use your online [Library Space](#) to check what items you have on loan, when they are due, to renew and request holds and to view any library fines and charges.
- From the library homepage: www.canberra.edu.au/library, Quick Links: select **Borrowing** and then **Check/Renew Loans**. Login with your barcode number and your Library PIN which is available from the staff at the Information & Loans Desk.