



LIBRARY LOANS SANCTIONS

To ensure equitable access to Library materials for all library users, borrowing privileges are suspended when total Library fines and/or replacement charges reach \$50.

3-hour loan items	\$2 per hour per item
3-day loan items	\$2 per day 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

*Borrowing privileges include borrowing, renewals and placing holds.

HOW TO AVOID FINES AND SANCTIONS

- Renew items on time.
- Return items on or before the due date via the returns chute in the Library on Level B, or the external chute if the library is not open.
- Check your student email regularly for Library notices and keep date due receipts.
- Check [My Library Space](#) to see when your loans are due back.
- Update your personal contact details held by the University through [My UC](#).
- Contact Information and Loans Desk staff promptly if you have any problems renewing items online.

PAYMENT OF LIBRARY FINES AND CHARGES

Online payments:

Credit card payments can be made online through www.canberra.edu.au/payments

EFTPOS payments:

EFTPOS payments can be made at the Library.

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.

Failure to read library notices, and failure to check [My Library Space](#), is not considered a valid reason for reductions or waivers.

LIBRARY INFORMATION AND LOANS CONTACT DETAILS

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

FACULTY LIAISON LIBRARIANS

- **Judy Carrier** – Arts & Design and Education, Science, Technology, & Mathematics
Phone: (02) 6201 5280
Email: Judy.Carrier@canberra.edu.au
- **Sevilay Esat** – Business, Government & Law
Phone: (02) 6201 5279
Email: Sevilay.Esat@canberra.edu.au
- **Murray Turner** – Health
Phone: (02) 6201 2010
Email: Murray.Turner@canberra.edu.au

Borrowing from the Library

❖ UC Staff

❖ UC Schools Staff

Information and Loans Desk
Contact Details

Phone: (02) 6201 2953

Email: loans@canberra.edu.au

Web: www.canberra.edu.au/library

Information for teaching staff:

<http://www.canberra.edu.au/library/teachingstaff>

HOW DO I BECOME A MEMBER OF THE LIBRARY?

- As a UC staff member you are automatically registered as a member of the Library via the University's HR systems.
- Your staff card is your Library card.
- UC Schools staff are registered via the school, and the UC access card is your Library card.

HOW LONG DOES MY MEMBERSHIP LAST?

- If you are a permanent staff member, your membership will last until you leave the University.
- If you are on a contract or a visiting academic, your membership will last for the duration of your employment or visit.
- If you are a UC school staff member, your membership will last as long as you are employed by the UC School.

HOW DO I BORROW FROM THE LIBRARY?

- Your University staff card or access card should be used to borrow from the Library.

WHAT CAN I BORROW AND FOR HOW LONG?

- As a staff member you are eligible to borrow 50 items at a time.
- General loan items are available for 90 days.
- You may borrow 10 x 7 day loan items, 5 x 3 day loan items and 2 x 3 hour loan items for the specified time period only.
- Journals are not for loan unless otherwise indicated
- If library items are required for other clients or for inclusion in the short loan collection, a recall will be placed on 90 day loan items. The loan period will be reduced to 21 days, with an email sent to your staff email with the new due date.

CAN I RENEW MY ITEMS?

- You may renew all items except 3 hour loan or overdue material.
- Items which are on hold for another borrower MAY NOT be renewed.
- 7 day loan items can be renewed a maximum of 7 times
- 3 day loan items can be renewed a maximum of 3 times
- You may renew items online on [My Library Space](#) or by contacting the library via phone or in person.

CAN I PLACE A REQUEST ON AN ITEM?

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

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 ask library staff to recall the item and place a hold on it for you.
- If you receive a recall notice for any items you have on loan please return them by the new due date to enable other borrowers to access the items as soon as possible.

HOW DOES THE LIBRARY CONTACT YOU?

- The Library sends all correspondence to your [staff email address](#), so it is essential you know how to access your staff email and that you check for new messages regularly.
- Please remember to update any changes to your personal details using [HR Online](#).

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
- Log in with your username: staff ID Number and your password: UC Network Password.

UC STAFF CAN BORROW FROM OTHER UNIVERSITY LIBRARIES

- The ULANZ borrowing scheme provides membership to other participating Australian and New Zealand university libraries.
- All libraries require proof of current employment at the University of Canberra (Staff ID card)
- Some libraries may charge a membership fee.
- For the membership requirements of other libraries, we recommend that you contact the library concerned.

INTERLIBRARY LOANS & DOCUMENT DELIVERY

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

E-RESERVE

- <http://www.canberra.edu.au/library/services/ereserve>
- Phone: (02) 6201 5457
- Email: E-Reserve@canberra.edu.au