



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 item plus processing fee
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 email regularly for Library notices and keep date due receipts in a safe place
- Check [My Library Space](#) to see when your loans are due back
- Update your personal contact details held by the University through [OPUS](#)

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.*

Credit/Debit card payments:

Credit/Debit card payments can be made 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.*

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

Payment by mail:

Cheques and money order payments are accepted. 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.

FACULTY LIAISON LIBRARIANS

- **Judy Currier** – Education and Arts & Design
Phone: (02) 6201 5280
Email: Judy.Currier@canberra.edu.au
- **Sevilay Esat** – Business and Government, Law, Information Sciences & Engineering
Phone: (02) 6201 5279
Email: Sevilay.Esat@canberra.edu.au
- **Pat Tandy** – Health and Applied Science
Phone: (02) 6201 2010
Email: Pat.Tandy@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 staff member, adjunct member of the University of Canberra, 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. You will need to provide further proof of employment to renew your membership.
- 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.
- To borrow items, bring them with your staff/access card to the Information & Loans Desk or use the self check machines on Level B.

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 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.
- You may renew items online on your [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 request a hold to be placed on the item and then ask Library staff at the Information and Loans desk to recall 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?

- We will send you email notices to remind you to renew or return items, if you have overdue items, if an item is recalled or to let you know that an item you have placed a hold on is available at the Information & Loans Desk for you to borrow.
- 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 the OPUS system.

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

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

- You can use your online My Library Space to check what items you have on loan and when they are due back, to renew and request holds on items and to see if you have incurred library fines.
- To access your Library Space via the Library home page, www.canberra.edu.au/library, from Quick Links select **Borrowing** and then **Check/Renew Loans**. Use your UC staff number and your UC Network password.
- More information, plus details of access to Libraries in the ACT, is available on the Library website.

UC STAFF CAN BORROW FROM OTHER UNIVERSITY LIBRARIES

- The University Library Australia borrowing scheme provides membership to other participating Australian 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