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.

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Fee Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-hour loan items</td>
<td>$2 per hour per item</td>
</tr>
<tr>
<td>3-day loan items</td>
<td>$2 per day per item</td>
</tr>
<tr>
<td>7-day loan items</td>
<td>$2 per day per item</td>
</tr>
<tr>
<td>Library items more than 35 days overdue or declared lost</td>
<td>Purchase price of items plus processing fee of $23.20</td>
</tr>
<tr>
<td>Total $50 or more in Library fines and/or replacement charges</td>
<td>Borrowing privileges suspended until total charges reduced below $50</td>
</tr>
</tbody>
</table>

*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 or through My UC.

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

Handy facts & information for:
- UC Students
- UC College Students
- UC Schools Students

University of Canberra Library
January 2013
HOW DO I BECOME A MEMBER OF THE LIBRARY?

- All current University of Canberra students and UC College students are automatically registered as members of the Library.
- UC Schools students are registered via the school, and the UC access card is your library card.

HOW LONG WILL MY MEMBERSHIP LAST?

- As a UC student your Library membership lasts whilst you are enrolled 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.

WHAT CAN I BORROW AND FOR HOW LONG?

- All UC students and UC College students may borrow a maximum of 50 items, including a maximum of 10 x 7 day loan items, 5 x 3 day loan items and 2 x 3hr loan items at one time from the Short Loan collection for the period specified.
- All UC Schools students may borrow a maximum of 10 General collection items.
- General collection items may be borrowed for a maximum of 21 days.
- 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 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 online except 3 hour loan or overdue items.
- 3 hour loan items MAY NOT be renewed.
- 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 via 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.
- When the item is available for you, an email will be sent to your student email account.
- General collection and 7 day loan items will be held at the library for 4 days.
- 3 day loan items will be held at the library for 2 days.

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.

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

- You can use My Library Space via the library's homepage 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.
- Log in with your username: Student ID Number and your password: UC Network Password.

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 via MyUC.

CAN I BORROW FROM OTHER UNIVERSITY LIBRARIES?

- The ULANZ borrowing scheme provides membership to other participating Australian & New Zealand 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

- 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. Charges may apply.

- Email: docdel@canberra.edu.au
- Phone (02) 6201 5729