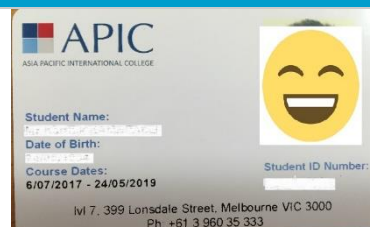


BORROWER GUIDELINES

Borrowing items

All borrowers (including APIC staff) must present their current Identification card to borrow items.



1. APIC Students

Borrowing:

- A total of **2** Books may be borrowed at any one time.
- General collection books may be borrowed for **21** days.
- Short Term Loan collection books may be borrowed for **3** days.

Renewals:

- General collection items are usually able to be renewed **once**.
- **Short Term Loan collection books cannot be renewed.**

2. Staff

Borrowing:

- A total of **3** Books may be borrowed at any one time.
- General collection books may be borrowed for **21** days.
- Short Term Loan collection books may be borrowed for **3** days.

Renewals:

- General collection items are usually able to be renewed **once**.
- **Short Term Loan collection books cannot be renewed.**

Returning items

- Items should be returned on or before the due date to the APIC library.
- You are also able to return books at specified room (TBA) after hours.
- It is your responsibility to return or renew any items due during term breaks, otherwise you may accrue overdue fines.

Sydney Campus

Level 2, 55 Regent St,
Sydney, NSW 2000
Ph: +61 2 9318 8111

Melbourne Campus

Level 7, 399 Lonsdale St
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Ph: +61 3 9603 5333

www.apicollege.edu.au

info@eca.edu.au

CRICOS: 03048D

Renewing items

- You should make every effort to renew your borrowed items on or before the due date.
- Items should be renewed in the library, so that the condition of the items can be checked.
- **You will not be able to renew any items if they have been reserved or if you have reached the renewal maximum.**

Reserving items

- You can reserve items that are currently loaned out. Items can be reserved in the library.

Overdue items

- **Reminder notices for any item overdue will be** sent to your APIC email address. Your borrowing rights may be suspended if items are not returned within **3** days after the due date.
- **Overdue fines:** Overdue items are charged at **\$2** per day. Fines do not accrue on weekends and Public Holidays.

Lost

- All borrowers (including APIC staff) are responsible for the return of all items issued under your card on or before the due date. Items that are long overdue will be considered lost. You will be invoiced for an item's replacement cost if it is lost or damaged whilst on loan.

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