

## BORROWER GUIDELINES

### Students (APIC Only)

#### Borrowing:

- A total of 2 Books may be borrowed.
- General collection books may be borrowed for 8 days.
- Short Term Loan collection books may be borrowed for 3 days.
- Lecturer collection is not be loaned to students

#### Renewals:

- General collection items is usually able to be renewed once.
- Short Term Loan collection books can't be renewed.

### Staff

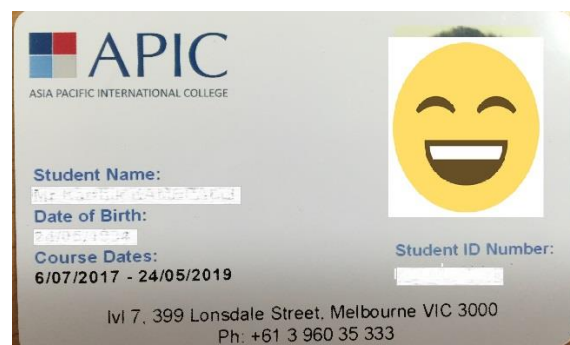
#### Borrowing:

- A total of 5 Books may be borrowed.
- General collection books may be borrowed for 58 days.
- Lecturer collection is available for staffs.
- A maximum of 3 items in Short Term Loan Collection may be borrowed.
- Interlibrary Loans are available at no cost to APIC staffs.

#### Renewals:

- A maximum of 2 renewals is usually possible for most items.

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



### Returning items

Items should be returned on or before the due date to APIC library\*.

You are also able to return books at specified (TBA) after hours or term breaks

**It is your responsibility to return or renew any items due during term breaks, as you may accrue overdue fines.**

### Renewing items

Items should be renewed at the loans desk is required so the condition of items to be renewed can be inspected.

You should make every effort to renew your borrowed items on or before the due date.

**\*You will not be able to renew any items that another patron has reserved, or if you have reached the renewal maximum.**

### Reserving items

You can reserve items that are currently out. Items should be reserved at the library desk.

### Overdue items

Reminder notices are sent if an item is overdue, to your APIC email address. Your borrowing rights will be suspended if items are not returned within 3 days after the due date. You will be invoiced for an item's replacement cost if it is lost or damaged whilst on loan to you.

#### Overdue fines

Overdue items are charged at \$2 per day.

Fines do not accrue on weekends and Public Holidays.

#### Blocking

Borrowers with an item more than 3 days overdue will be automatically blocked from borrowing items or using library services until the overdue item is returned. Borrowing rights will be restored if a payment is made

### Lost

All borrowers (including APIC staff) are responsible for the return of all items issued under your card on or before the due date. (even if you give them to someone else to use) Items that are long overdue will be considered lost.

***Reminder notices are sent if an item is overdue. Your borrowing rights will be automatically suspended if items are not returned 3 days after the due date. You will be invoiced for an item's replacement cost plus processing and administration costs if it is lost or damaged whilst on loan to you.***