

POLICY DOCUMENT

EXTERNAL LENDING POLICY

1 Purpose and Scope

This policy outlines the library policies and procedures that apply specifically to external members of the ACPE library.

2 Policy Statement

Rights and Responsibilities of External Library Membership

- 2.1 Membership of the library is available to graduates of ACPE College and ACPE Academy, and to individuals and groups in the general public.
- 2.2 Membership fee of \$50.00 is payable by members of the public before borrowing is permitted. This fee is annual and membership must be renewed within two calendar months of the membership renewal date. The membership fee for ACPE College alumni is \$20.00 annually, with membership for the year immediately following completion of studies being free of charge.
- 2.3 A digital photograph will be required for the library membership card. Turnaround time from time of application to availability of card will be approximately one week.
- 2.4 Membership of the library will include the provision of a library membership card which must be presented by the client to borrow and to use the library's services. The client is responsible for all items borrowed on this card until they are returned and discharged from the client's account. The client's membership card is NOT transferable.
- 2.5 Membership entitles clients to borrow five items for a period of two weeks. Only items from the Main & Audio Visual Collections may be borrowed. Items held in restricted collections such as Reserve, Reference and Serials are not available for loan but can be accessed onsite.
- 2.6 Items may be renewed once unless they are reserved by another library user. Renewals may be made by telephone on (02) 9739 3365
- 2.7 All items must be returned by their due date. Overdue items incur fines and borrowing privileges are suspended if fines reach an amount of \$30.00, or if items are overdue. If overdue items are lost, damaged or not returned following the receipt

of three overdue notices, the borrower will be invoiced for the average replacement cost of \$120.00.

- 2.8 The client is responsible for all items borrowed on his/her card.
- 2.9 A photocopying service is available. An EFTPOS re-crediting system for adding credit to the client's photocopy/print account is available. With all copying and printing, the provisions of the Australian Copyright Act must be observed at all times.
- 2.10 General library policy on behaviour within the library and use of library resources, as documented in the *Student Library Loans and Resource Access Policy*, must be observed at all times. Any member found in breach of the library's rules may have membership cancelled.
- 2.11 External members of library must notify the library immediately of any change in address or contact information.
- 2.12 Library staff will advise external members of their membership renewal date six weeks prior to membership expiry.

DISCLAIMER:

The Australian College of Physical Education cannot give any guarantee or warranty that any Audio Visual product borrowed from the library is suitable for use in the client's equipment. The College is unable to accept any liability whatsoever for any damage to the member's equipment or software programs which results from the use of Audio Visual products.

3 Definitions

N/A

4 Related Documents

- Staff Library Policy
- Student Library Rules
- Collection Development Policy
- Student Library Loans and Resource Access Policy
- Student Use of Equipment Policy

Legislation:

- Higher Education Standards Framework 2015
- Tertiary Education Quality and Standards Agency Act 2011

5 Document Administration

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| Policy Name & Code: | | | External Lending Policy (POL-27) |
| Policy Owner: | | | Information Services Librarian |
| Approval Authority: | | | Academic Board |
| Next Review: | | | September 2023 |
| Approval Date | Effective Date | Version | Summary of changes |
| Mar 2015 | Mar 2015 | 1 | Document approved by Dr. Brian Nook, Dean and Head of College, ACPE. |
| 28 May 19 | 29 May 19 | 2 | Revision date: 19 March 2019. <ul style="list-style-type: none"> • Format changed in line with the new document template for ACPE policies and procedures. • Job titles updated to reflect current practices. Library and borrowing rules revised, in line with procedures. • Key stakeholder consultation: ACPE Information Services Librarian and Library Officer. |