

# Library Loans Policy

## Section 1 - Purpose and Context

(1) The purpose of the Library Loans Policy is to ensure equity in access to and availability of library collections across the University.

## Section 2 - Definitions

(2) Nil.

## Section 3 - Policy Statement

### Part A - Eligibility

(3) The following table identifies those students, staff and other external parties who are eligible to borrow from the University. The table also indicates loan conditions applicable to each sub-category.

Loan conditions	Eligible Borrower Categories	Category Definitions
Standard loans	Undergraduate	University students currently enrolled in Bachelor's degrees (including those requiring graduate entry), Western Sydney University The College students and all non-award courses offered by the University.
	Alumni	University graduates and ex-staff registered for library privileges with the Alumni Association. Membership fee applies.
	Service Agreement Students	All current students of educational institutions under Service Agreements to which the University Library is a party (Nirimba College of TAFE).
	Reciprocal Agreement Borrowers	Any current student or staff eligible under ULANZ, or other reciprocal agreements to which the University Library is a party.
	Community borrower	For example, residents of the Greater Western Sydney Region* as defined by the University. Membership fee applies.
	Corporate borrower	For example, nominees of companies of the Greater Western Sydney Region* as defined by the University. Membership fee applies.
	High School Agreement	Identified current students of educational institutions to which the University Library is a party.
	Other	Other parties as approved by the Director, Library Services.
Extended loans	Postgraduate	University students currently enrolled in Graduate Certificate, Graduate Diploma, Undergraduate Honours, Masters and Doctoral degrees offered by the University.
	External	All University students enrolled in external courses, as designated in the University Calendar.

	Distance	All currently enrolled University and Western Sydney University The College students with semester address outside the Sydney metropolitan area. i.e. Sydney metropolitan area is within postcodes ranges of: 1000 - 1920, 2000 - 2249, 2500 - 2574, 2740 - 2786.
	Students with Disabilities	Eligible current University and Nirimba College of TAFE students registered with the relevant Disabilities Adviser.
Staff loans	Staff	All current fulltime and part time University staff. See Relevant Sub-Category.
	University Board of Trustees	All non-staff members of the University's Board of Trustees.
	University Honorary Appointments	All persons currently in University Honorary Appointments.
	Service Agreement Staff	All current staff of educational institutions under Service Agreements to which the University Library is a party (Nirimba College of TAFE).
AREP loans	AREP	All current University students enrolled in Aboriginal Regional Education Programs (AREP).

\* Greater Western Sydney includes the following local government areas: Auburn, Bankstown, Baulkham Hills, Blacktown, Blue Mountains, Camden, Campbelltown, Fairfield, Hawkesbury, Holroyd, Liverpool, Parramatta, Penrith, and Wollondilly.

\* Specified fees for Community and Corporate borrowers are determined by the Board of Trustees, and vary from time to time.

## Part B - Loan Conditions

### Library Card

(4) All clients are required to produce a current, valid Library card (student/staff identification card, Library issued card) or a current official photo-ID card such as driver's license- in order to borrow items unless special authorisation is granted by a Campus Librarian, Client Services Manager, Library, Lending Services Librarian, an Associate Librarian or Director, Library Services. Library cards are not transferable and clients are responsible for all items charged against their card. Loss or theft of Library cards must be immediately reported to the Library.

### Loan Periods, Limits and Renewals

#### Standard Loans

(5) The following conditions apply to standard loans:

- a. A total of 30 items at any one time
- b. 14 calendar day loan period per item with optional 14 day renewal periods up to a maximum of 84 days from the initial renewal date
- c. Reference materials and journals are not available for loan
- d. Late fees apply

#### Extended Loans

(6) The following conditions apply to extended loans:

- a. A total of 60 items at any one time
- b. 28 calendar day loan period per item with optional 28 day renewal periods up to a maximum of 168 days from

the initial renewal date

- c. Reference materials and journals are not available for loan
- d. Late fees apply

### **Staff Loans**

(7) The following conditions apply to University Staff loans:

- a. A total of 100 items at any one time
- b. 56 calendar day loan period per item with optional 56 day renewal periods up to a maximum of 336 days from the initial renewal date
- c. Reference materials and journals are not available for loan

### **Aboriginal Regional Education Program (AREP) Loans**

(8) The following conditions apply to AREP loans:

- a. A total of 60 items at any one time
- b. 84 calendar day loan period per item with optional 84 day renewal periods up to a maximum of 168 days from the initial renewal date
- c. Reference materials and journals are not available for loan
- d. Late fees apply

### **Renewals**

(9) Items may not be renewed if any of the following conditions apply:

- a. Item is from the Reserve Collection
- b. Item is an electronic device
- c. Item has been requested by another client
- d. Item has been recalled
- e. Item is overdue
- f. Client has overdue items or outstanding late fees of \$10 or more
- g. Client has a University encumbrance
- h. Client does not have a current membership

## **Part C - Services**

### **Inter-Library Loans (Document Delivery)**

(10) Document Delivery services are available to Staff and Postgraduate Students as defined in Part A above. Loan periods and conditions vary depending on policies of the lending institution. Late fees apply in instances where Document Delivery loans are returned to the University Library past the due date as late fees are incurred from the lending library.

### **Inter-Campus Requests /Loans**

(11) Inter-campus Requests/Loans are available to all internal University students and staff and Alumni borrowers.

(12) Inter-campus Request/Loan privileges are not available to the following client categories:

- a. Corporate and Community borrowers
- b. Reciprocal borrowers
- c. Service Agreement borrowers
- d. High School Agreement borrowers

## **Electronic Device Loans**

(13) Library owned electronic devices (e.g. laptop computers, iPads) are available for loan to all University students and staff only.

- a. One electronic device only may be borrowed by any one person at any one time
- b. Electronic devices may be borrowed for a period of up to 3 hours
- c. Electronic device loans may not be renewed
- d. Electronic devices cannot be reserved
- e. Late fees apply to all University clients

## **Part D - Recalls**

(14) All material on loan is subject to recall. Materials will be recalled by Library staff from time to time to meet high demand (e.g. at the request of academic staff for inclusion in Reserve Collections).

(15) Recalled items have a shortened loan period of seven calendar days from date of recall and borrowers are subject to late fees from date of revised (recall) due date.

## **Part E - Requests(Holds)**

(16) Most items available for loan may be requested (placed on hold) by eligible clients.

(17) Requests/holds are valid for 30 calendar days from the time of request placement.

(18) Items will be held for pick up at the nominated Library service desk for a maximum of seven calendar days prior to their return to the collections.

(19) Reserve Collection items cannot be requested (placed on hold).

## **Part F - Reserve Collections**

### **Campus Reserve Collections**

(20) Each University campus library maintains a Reserve Collection for material anticipated to be in high demand. These collections include books and other items from the Library collections and personal copies of academic work. All materials placed in Reserve are accessible via the Library system.

(21) Material is placed in reserve collections at the request of academic staff, and may remain in Reserve for either one or all semesters/sessions of a current academic year.

(22) Two Reserve Collection items only may be borrowed by any one University student or staff at any one time.

### **e-Readings and e-Reading Lists**

(23) The Library makes available, through channels such as the Library system and institutional Learning Management System, scanned or digital journal articles, book chapters and other items (copyright legislation permitting) to current

University students and staff.

(24) At least 72 hours notice is required to ensure availability of e-Readings and/or e-Reading Lists.

## **Part G - Services to External Students**

(25) Students enrolled in University External programs, as defined in Part A above, are entitled to postal loans for books from University libraries via the External Services Unit. This service is also extended to current University students with semester address outside the Sydney metropolitan area, Distance students as defined in Part A above.

(26) This service is available within Australia only.

(27) A maximum of ten items can be requested per week up to the borrowing limit within each client category.

(28) Outward postage costs are met by the Library while students are responsible for return postage.

(29) Materials on loan remain the student's responsibility until received by the Library. The following items are unavailable for request:

- a. Non-print items
- b. Items from Reserve Collections
- c. Reference materials
- d. Journal issues or volumes (specified articles may be supplied)

## **Part H - Reciprocal Borrowing Arrangements**

(30) The University Library participates in the ULANZ (University Library Australia and New Zealand) borrowing scheme. Students and staff in good standing (i.e. currently enrolled with no outstanding loans or late fees) are eligible to register with other university participants in these agreements. All fees, charges and levies associated with such registrations are to be met by the client.

## **Part I - Late fees and Penalties**

(31) Clients who fail to return items on or before the due date or specified time incur late fees and penalties. These fees and penalties are designed to assist students by maximising access to, and availability of, library materials.

## **Part J - Courtesy Notices**

(32) Library notices are sent as a courtesy only. When an item is borrowed, the client assumes full responsibility for the item, including return of the item on time. Failure to receive notices does not constitute the basis for waiving a late fee.

(33) The following notices are sent to University email address or to the nominated email address for non Western Sydney University clients:

- a. Alert notice: two calendar days prior to item due date
- b. Borrowing activity letter: second day of every month
- c. Lost loan notification: 100 days past due date
- d. Requested item notification: when item is available at the pick-up location
- e. Recall notice

## **Part K - Overdue items: Suspension of Privileges**

(34) Further borrowing privileges are suspended when items on loan are not returned on or before the due date. Borrowing privileges remain suspended until all overdue materials are returned and associated late fees discharged.

## **Part L - Late Fees: Possible Suspension of Privileges**

(35) Failure to return a borrowed item on or before the due date or time will incur a late fee on return of the overdue item(s).

(36) Late fees are levied at the following rates:

- a. Reserve Collection items \$2.00 per item per hour or part thereof
- b. General Collection items \$1.00 per item per calendar day or part thereof
- c. Electronic devices \$10 per hour or part thereof

(37) In circumstances where individual borrowers' late fees total \$10.00 or more, borrowing privileges are suspended.

(38) Late fees are capped at a maximum amount of \$25.00 per item with the exception of electronic devices.

(39) The Campus Librarian, Client Services Manager, Library, Lending Services Librarian, an Associate Librarian or the Director, Library Services may, in particular circumstances, (e.g. substantiated illness or misadventure) waive late fees.

## **Part M - Lost and Damaged Item Charges and Penalties**

(40) Lost items must be replaced or their replacement cost reimbursed.

### **Standard Fee**

(41) A standard fee of \$100.00 (minimum) or actual replacement cost per missing item applies for General or Reserve Collection items. A \$25.00 processing charge is levied in addition to the lost item charge.

### **Replacement**

(42) Lost items may be replaced by clients with an identical copy in good condition of same or newer edition of the lost work. Replacing a missing item incurs a processing fee of \$25.00.

(43) A fee of up to \$2,500 will apply for loss or damage of Library electronic devices, powerpacks or Library identification materials.

### **Reimbursements**

(44) Lost item fees may, at the discretion of a Campus Librarian, Client Services Manager, Library, Lending Services Librarian, an Associate Librarian or the Director, Library Services be reimbursed should lost items subsequently be found and returned to the Library within six months of replacement fees being paid. In such instances, overdue fees and processing charges are not subject to reimbursement.

## **Part N - Encumbrance of University Students**

(45) Where University students have late fees, lost items or other Library fees of \$25 or over, an encumbrance may be placed leading to the withholding of examination results, academic transcripts and graduation until outstanding fees are paid in full.

## **Section 4 - Procedures**

(46) Nil.

## **Section 5 - Guidelines**

(47) Nil.

## Status and Details

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