

Löhe Memorial Library Use Policy

Borrowing Policy

Borrowing privileges are available to staff and students of Australian Lutheran College, campus boarders, and to pastors and teachers of the Lutheran Church of Australia and lay workers employed in ministry in parishes/institutions of the LCA. Other persons may be granted borrowing privileges upon payment of the appropriate fee.

Fees [including GST] for 2007

Calendar year fee	\$55.00
Three month fee	\$27.50
Concession [12 month]	\$27.50

A library card is included in this charge and must be presented when borrowing.

A replacement card costs \$1.00. [ALC Student ID card not included.]

Loan Type	How long?
Standard	4 weeks 6 weeks for Flexible Education students 8 weeks for teaching staff and postgraduate students
Red spot	7 days [Off-campus students allowed additional 7 days for post]
Reserve	4 hrs/day or overnight 1 pm till 11am next day
Media	2 weeks
Interlibrary loans	As determined by the supplying library [teaching staff and postgraduate students only]

Loan limits

The limit on the number of items which may be borrowed at one time is 20 [10 for reciprocal borrowers].

Renewals

Two renewals are allowed, providing items are not on hold.

Not for loan

Periodicals, reference books and rare books are not available for loan but may be used within the library.

Obligations

Borrowed items must be returned or renewed on or before the due date.

Fines will be imposed at the rate of 55¢ a day for overdue items [55¢ an hour for reserve items].

Damaged or lost items must be paid for.

Bans on borrowing will be imposed on persistent defaulters.

Overdue notices are delivered by email or post, or through internal pigeonholes. Patrons are requested to notify the library of changes in postal or email address.

Off-campus students may request items from the library collection to be dispatched by post at no cost [5 items at one time]. Return postage is the responsibility of the student. Items should be returned in time to reach the library by the due date.

Recall

All loans issued are subject to recall at any time if circumstances warrant such action.

Access to electronic library resources

Those with full user rights are also entitled to access electronic resources, subject to publisher licence agreements.

Patrons using electronic collections must observe the usage conditions specified by the publisher or provided with the document.

Use of library computers

Users must comply with the ALC ICT Facility Policy/Agreement.

Unaccompanied minors are not permitted to use the library facilities.

Photocopying, printing and recording

Patrons shall not use copying, printing or recording equipment in any manner that infringes the Copyright Act, 1968 [as amended], including the Digital Agenda Copyright Amendment, 2001. Notices indicating permissible actions are located with the relevant copying facilities. Users must comply with these legal requirements.

Conduct in the library

Library users may not remove items from the library except in accordance with the borrowing policy.

Library users may not bring food or drink into the library.

No smoking within the library.

Bags should be left in the place provided.