

APIC Library Borrowing Guidelines

Borrowing items

- All borrowers (including APIC staff) must present a current identification card in order to borrow items.
- Students can borrow 2 books at any one time.
- Staff can borrow 3 books at any one time.
- General collection books can be borrowed for 21 days (students) / 30 days (staff).
- Short term loan collection books can be borrowed for 3 days.
- Students enrolled in online courses are entitled to postal loans for books. Postage costs will be paid for by the APIC Library; students will be sent a pre-paid return envelope along with their items.
- Books cannot be borrowed if you have overdue items or outstanding late fees.

Returning items

- All borrowers (including APIC staff) are responsible for the return of all items issued to you on or before the due date.
- Books due during term breaks are subject to the same rules regarding returns and renewals (that is, books must be returned or renewed by the due date even during term breaks)
- Items can be returned to reception staff if library staff are unavailable.

Renewing items

- General collection books can be renewed once (students) / twice (staff).
- Short term loan collection books cannot be renewed.
- Borrowed books must be renewed on or before the due date.
- Books can be renewed in person or over the phone or email.
- Books cannot be renewed if they have been reserved, if you have reached the renewal maximum, if you have overdue items, or if you have outstanding late fees.

Reserving items

- Books may be reserved (placed on hold) in person or over the phone or email.
- Books will be held at the library desk for a maximum of 7 days.

Overdue items

- Items that are not returned on or before the due date will incur penalties.
- Borrowing and renewal privileges will be suspended until overdue items are returned and late fees are paid.
- Borrowers will incur a late fee of \$2 per day per item. Short term loan collection books incur a late fee of \$10 per day per item. Late fees do not accrue on weekends and public holidays. Late fees are capped at a maximum amount of \$50 per item and are payable upon return of the item.
- If an item is not returned within 28 days after the due date, the item is considered lost.
- If a student has overdue items, late fees, and/or outstanding invoices for lost items, an encumbrance may be placed leading to the withholding of examination results, academic transcripts and graduation until outstanding fees are paid in full.

Lost or damaged items

- Borrowers must report lost items to library staff immediately.
- If an item is not returned within 28 days after the due date, the item is considered lost.
- Items must be replaced or their replacement cost reimbursed if lost whilst on loan. A \$15 administration fee also applies. Students will receive an invoice for reimbursement which can be paid through the Student Portal. A sanction will also be placed on the Student Portal to block the student's access to final grades and document such as letters of enrolment etc. until the invoice is paid.
- Items that are damaged whilst on loan (for example, pages have been ripped or text has been highlighted or underlined) must be replaced or their replacement cost reimbursed. A \$15 administration fee also applies.
- Lost or damaged items may be replaced with an identical copy in good condition of same or newer edition of the lost work.

Alert and overdue notices

- Alert and overdue notices are sent as a courtesy to your nominated email address.
- Failure to receive notices does not constitute the basis for waiving a late fee. The borrower assumes full responsibility for returning borrowed item on time.
- The library notice schedule and associated overdue penalties are as follows:

Schedule	Type of notice	Associated penalty
3 days before item is due (1 day before short term loan item)	Courtesy alert notice	
1 day overdue	First overdue notice	Borrowing privileges suspended. Overdue fees begin accruing at \$2 per day.
7 days overdue	Second overdue notice + phone call	
14 days overdue	Third overdue notice + phone call	
28 days overdue	Lost item notification and invoice for reimbursement	Borrower is billed for the cost of the item plus a \$15 administration fee. For students, a sanction will be placed on the Student Portal (RTO) blocking access to final grades and documents such as letters of enrolment until the invoice is paid.
Upon applying to withdraw, graduate etc.	Encumbrance notice	Examination results, academic transcripts and approval to graduate is withheld until outstanding fees are paid.

Laptop loans

- Laptops are available for loan to students and staff on the Sydney campus (computer lab and library PCs are available at the Melbourne campus).
- Students can borrow one laptop only at any one time.
- Laptop loans may not be renewed, and laptops cannot be reserved.
- A laptop may be borrowed for a period of up to 8 hours and it must be returned to the Library by 4:30pm so that it can be recharged overnight.
- Late fees apply at a rate of \$10 per day (i.e. if a laptop is taken home overnight).
- Laptops can be returned to reception staff if library staff are unavailable.