

Purpose:

The purpose of the policy and procedure is to provide staff and students the process for borrowing Skills Training Australia library resources includes texts books and articles.

Policy Outline:

Skills Training Australia permits both staff and students to borrow its library resources for two weeks. An extension may be granted provided the arrangement has been made **prior to the due date** and no other person has requested the resource.

Procedure:

For any staff member or student wishing to borrow Skills Training Australia library resources they must complete FM020 Library Borrowing form which can be requested at Reception. The form requires the borrower to complete his/her personal contact details and the details of the item to be borrowed.

Once the borrowing details have been completed, a copy of the form is given to the borrower with the resources.

Administration Requirements:

- The original copy of the borrowing form is kept at Reception in the **Library Borrowing folder**
- A reminder of the due date is documented in the **Reception Outlook Calendar**
- The **Library Catalogue** is updated to include the borrower's details.
- Once the item is returned, the Library Catalogue is updated and reminder removed from Outlook Calendar.

Overdue Resources:

Once a library item is overdue the borrower needs to be contacted by phone and this call is documented on the Library Borrowing form. Overdue fees will apply as below:

Time Overdue	Overdue Fees
Daily Rate	\$0.50
Weekly Rate	\$4.00
Monthly Rate	\$20.00

Should the borrowed resource be more than one month overdue the borrower will be required to pay the current purchase price of the resource.

Approval Authority:

This Policy and Procedure is approved by the General Manager as indicated and the control copy is one that is maintained within the Quality Management System and as such, all hard copies need to be verified.

Documents Referenced:

- FM020 Library Borrowing