



Policy and Procedure for Library Membership and Lending (CF017P)

Issue: 1.1

Date Approved/Endorsed: 22/04/2025

Next Review: 19/03/2028

1 Objective

This policy provides guidelines on membership and borrowing to ensure fair and equitable access to resources for all Central Regional TAFE Library users.

2 Policy

2.1 Eligibility

- Membership of the Library is automatic for current College staff and students. No registration is required.
- Staff and students of other educational institutions may also become members, where a reciprocal borrowing arrangement exists with the Library and Learning Resource Services Network (LRSN) members. Proof of current enrolment must be presented.
- Community members pay an annual fee to utilise some Library services.
- College staff and students may access resources in person from other libraries within Australia as per the ALIA TAFE Libraries Australia National Reciprocal Borrowing Scheme and any LRSN Reciprocal Agreements that may be in place.

2.2 Borrower Responsibilities

- All staff and students when borrowing in person must present their identification card.
- Individuals are not permitted to use another borrower's identification card to borrow. This applies to all staff and students.
- Loaned resources remain the responsibility of the borrower whilst on loan to them.
- Loaned resources must be returned in the condition they were lent in. Any damage should be reported to Library staff when resources are returned. At the discretion of Library staff, damaged resources may be charged for.

2.3 Borrowing Limits

- Borrowing limits are determined by a combination of terms or use, item policies and the borrower category as configured in the Library Management System.

E.g.

Borrower Category	Loan Limits	Physical Item Requests
Staff	30	10
Student	10	10
Special (e.g., reciprocal borrowers, community members)	10	0

- Limits may be overridden at the discretion of library staff.

2.4 Loans

- Loan periods and the ability to renew borrowed resources are determined by a combination of the terms or use, item policies and the borrower category as configured in the Library Management System. Off campus students and those without a local campus library will have extended loan periods for resources.

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- Resources may be renewed if not required by another borrower. Any hard copy resource may be renewed up to three times. This can be done in person, by phone or email.
- Resources on loan may be placed on hold or recalled by other borrowers. This may be done online via Supersearch or in person. On return, these resources will be held for collection for five days.
- The library will consider requests from Portfolio staff for changes to loan periods for specific high demand resources or collections.

2.5 Online Resources

- Access to licenced online resources subscribed to by the library is restricted to current staff and students as per the relevant vendor licensing agreements.
- Loan periods for eBooks are determined by the vendors' licensing agreements.

2.6 Equipment Loans

- Library equipment at the Geraldton campus is only available for loan to current staff. The exceptions being headphones and the Aboriginal students' laptop program.
- Equipment must be booked by staff in advance to ensure it is available for the dates requested.

2.7 Overdue Resources

- All borrowed resources must be returned by the due or renewed date
- Borrowers may be restricted from borrowing until overdue items are returned.
- Borrowers with long overdue resources will be invoiced for the replacement cost and incur an administration fee. These will be subject to the College's debt recovery procedures where appropriate.

2.8 Library Notices

All Library system generated notices are automatically sent to student and staff TAFE email addresses.

- System generated Loan receipt notifications are emailed at the time of borrowing.
- System generated recall notices are emailed at the time of recall.
- System generated notification for pickup of requested resources are emailed when the resource becomes available.
- System generated courtesy notices reminding borrowers of the due date of borrowed resources are emailed 3 days before the due date.
- System generated first overdue notices are emailed 7 days after the due date except for equipment and short loans being sent two days after the due date.
- System generated lost notifications are emailed 30 days after the due date and 15 days for equipment and short loans.
- Notification of long overdue resources are sent to Finance on a quarterly basis for debtors' invoices to be raised.

2.9 Inter-library Loans and Document Delivery Services

- Non-restricted resources are available for loan to Australian libraries as per the Australian Interlibrary Resource Sharing Code (ILRS).
- Staff and students may request resources from other TAFEWA libraries. Requests must be course related and can be made via email or by completing the request form (CF017F1).

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- Students may request up to four items per year from WA Universities and these must be related to their course. Requests can be made via email or by completing the request form (CF017F1).
- Requests for fiction titles are not permitted.
- Requests for document delivery (digital or photocopy) must be made using the request form (CF017F1) to fulfil copyright requirements.
- This service is not available to reciprocal borrowers or community members.

3 Definitions

ALIA – Australian Library and Information Association

Community Borrowers – members of the public that wish to use the library.

Interlibrary Services – a service that enables patrons of one library to borrow physical materials from another library; and includes the supply of digital or photocopied material such as journal articles.

IST – Information Services and Technology

Learning Resource Services Network (LRSN) – the consortium of five TAFEWA library services.

Supersearch – the library catalogue for all resources, online and hardcopy.

4 References

[Australian Interlibrary Resource Sharing \(ILRS\) Code](#)

[National Reciprocal Borrowing Scheme](#)

5 Documentation

Inter-Library Resource Request and Copyright Declaration (CF017F1)

6 Responsibilities

Responsible Director	Director Client Experience
Responsible Officer for implementation and monitoring	Manager Academic Quality and Capability
Approved by	Director Client Experience
Endorsed by	NA

7 Revision History *(Governance and Integrity Use Only)*

Issue number	Review date	Amendment details
1	14/01/2021	Minor changes in terminology; Further clarification of statements; Deletion of out-of-date references.
1.1	19/03/2025	Minor terminology changes and updates. More concise statements and updated definitions.