

RECIPROCAL BORROWERS

Who Can Register as a Borrower?

- Students and staff of participating Australian universities may join the CSU Library as Reciprocal Borrowers under the University Library Australia (ULA) National Borrowing Scheme.
- Students and staff of Riverina Institute of TAFE, Wodonga Institute of TAFE, Canberra Institute of Technology & TAFE NSW Western Institute.

Borrowers are required to observe the Terms and Conditions of use of the CSU Card (<http://www.csu.edu.au/csu-card>) and for borrowing at CSU. It is each borrower's responsibility to make themselves aware of the *Rule of the Library*, copies of which are available on the Library website.

How Do I Register as a Borrower?

Applications can only be processed between the hours of 10am- 4pm Monday to Friday.

Present your current student or staff ID card and proof of Enrolment/Employment to the Library. You may also be asked to provide photographic proof of identity if you do not have a photo ID card. You will need to complete and sign the application form agreeing to terms and conditions. Your CSU Library card is not transferable to any other person.

Completed applications can be returned by post to the relevant campus Library. All posted applications must have a passport sized photo attached. Library address can be found on the Library website at <http://www.csu.edu.au/division/library/about/contacts/>

Completed forms are sent by the Library to Student Administration for processing. Cards will be made available at the Library for collection. Please note that the Library can not guarantee applicants will be able to borrow on the same day as application.

Registration expires on the following dates (you will need to re-register each year):

- | | |
|------------------------------------|--|
| • ULA | 28 February next year |
| • Riverina TAFE | 30 June or 30 November this year (staff 30/11) |
| • Wodonga TAFE | 30 June or 30 November this year (staff 30/11) |
| • Canberra Institute of Technology | 30 June or 30 November this year (staff 30/11) |
| • TAFE NSW Western Institute | 30 June or 30 November this year (staff 30/11) |

Which Services May I Use?

Reciprocal borrowers may use most CSU Library services:

- catalogue
- loans from the general collections, including audiovisual and curriculum materials
- periodicals
- requests (holds)
- microforms
- photocopying at standard rate
- reference collections
- 'Ask Us' desk services
- intercampus loans (charges apply for photocopies)
- Walk-in access to selected electronic resources

Note: requests and intercampus loans are not available from Dubbo campus

Services not available:

- distance education services
- interlibrary loans
- database/internet access *
- closed access collections
- special collections
- Reserve Collection
- short loan items including laptops and study rooms

* Limited access to selected databases and electronic resources is available within the Library building

How and What Can I Borrow?

Most items in the general collections are available for loan for 2 weeks (ULA Higher Degree students/staff - 4 weeks) with one renewal. Renewals can be made by using the online catalogue or by contacting the Loans Desk on or before the due date of the item. An extension will not be given if the material has been reserved by another user or the borrower has overdue items or fines over \$10.00.

A maximum of 20 items may be borrowed at one time.

Fines of \$0.50 per day, per item are incurred if loans are not returned by the due date. Borrowers will be suspended from further borrowing until the items are returned, discharged, and fines paid. High demand material may be recalled by the Library, fines accrue at a higher rate (\$5.00 per day, per item, max \$100).

For items lost or not returned fees will be charged according to the approved schedule. Fines and replacement charges must be paid at the Cashiers Office between the hours of 10am – 4pm Monday – Friday (except Albury campus which is 10am – 4pm Wednesdays only).

Please note

- CSU Library may also send details of overdue material or monies owed by you to your University or TAFE Library which may also impose penalties.
- Your first Library card is free; replacement Library cards will cost \$25.00 each.
- Due to security requirements, the Bathurst Library is no longer able to provide external access to a Return chute. Please return your loans during Library opening hours.

Need Help?

Check the Library's website for assistance on how to use the Library. Assistance is also available at the 'Ask Us' desk located in each Library.

Opening Hours

Available on the CSU Library website at <http://www.csu.edu.au/division/library/> or contact the campus Library you normally visit.

Albury
6051 6812
ablib@csu.edu.au

Bathurst
6338 4723
bathlib@csu.edu.au

Orange
6365 7593
oralib@csu.edu.au

Thurgoona
6051 9812
thurlib@csu.edu.au

Wagga Wagga
6933 2334
waglib@csu.edu.au