



The Deaf Society of New South Wales Library Lending Policy

Objective

The purpose of this document is to outline conditions relating to the lending, return and non-return of library resources.

Policy Statement

1. Categories of Materials for Loan and Lending Periods

The following table outlines the types of library materials that can be borrowed, maximum numbers that can be borrowed, loan periods and number of renewals permitted.

Student Lending Periods			
Item Type	Maximum Number	Loan Period	Renewals
Books/ Magazines	5	14 days	2
Compact Discs/ CD-roms	5	14 days	2
Kits	5	14 days	2
Video Recordings	5	14 days	2
DVD Recordings	5	14 days	2

Staff Lending Periods			
Item Type	Maximum Number	Loan Period	Renewals
Books/ Magazines	20	14 days	2
Compact Discs/ CD-roms	20	14 days	2
Community Auslan Teaching Kits	2	Due at end of year / after the last class taught for the year.	
Other Kits	16	14 days	2
Video Recordings	16	14 days	2
DVD Recordings	16	14 days	2

Loan periods can be reduced for high demand items at the discretion of authorised staff.

High demand and rare items may be placed in the reference collection.

All users of the library agree to follow all laws relating to the use of items, including copyright. The library exists for the purposes of working or studying for DSNSW.

2. Responsibilities

It is the responsibility of all staff members who use the library system to implement this policy.

3. Membership

Membership is open to all current staff and students enrolled in any current accredited program. To become a member, a person must show a photo ID and proof of current address.

4. Renewal of Items on Loan

An item can be renewed twice provided this is done on or before the due date. An item that is on hold for another customer cannot be renewed and must be returned by the due date.

Items may be renewed in person, by telephone, by email or via the online public access catalogue (OPAC) on our website www.deafsocietynsw.org.au

5. Reference Resources

Materials in the reference library are not for loan. They have been provided for use within the library, office and training room only.

6. Placing of Items on Hold/Reservation

Customers may place a hold on items that are on loan. There is no cost for reserving on loan items for customers. Customers are notified either by telephone or email and the item will be held for collection at the DSNSW office for a period of seven [7] days only.

7. Returning Borrowed Library Materials

All items borrowed from the library must be returned in good condition by the due date. Items that are returned after the due date will incur a late fee. If you provide an email address, the library system will usually send out reminder and overdue notices, but whether you receive them or not it is your responsibility to return items on time.

8. Audiovisual Items

The library service accepts no responsibility for damage claimed to have occurred to equipment as a result of playing material borrowed from the library.

9. Overdue Items

It is the responsibility of borrowers to ensure items are returned or renewed by the due date.

An item becomes overdue when it is not returned to the library or not renewed by the due date. A late fee of 0.25c per day accrues from the time that the item becomes overdue until the time it is returned or deemed lost.

An item will be deemed lost when it is 28 days overdue and the library member will be liable to pay the current replacement cost in addition to any late fees. A final account for non-returned items will be issued 42 days after the due date. The Deaf Society of NSW may place overdue accounts in the hands of a debt recovery service.

Borrowers will not be permitted to borrow further from the library while they have items overdue or where the value of fines and charges exceeds \$5.00

10. Lost and Damaged Items

Items that are lost or damaged to a point where they can no longer be loaned must be paid for by the borrower. The borrower must pay the current replacement value or \$30, whichever is higher, plus any outstanding late fees. No refunds are made for items later located.

Items that have been damaged and paid for remain the property of the Deaf Society of NSW and may be disposed of in any way at the discretion of authorised staff.

11. Refund

Refund will not be issued for amounts paid to replace lost items that are later found by the borrower.

12. Donations

Items donated to the library service become the property of the library service and may be disposed of in any way at the discretion of authorised staff.

13. Claims Returned/Never Borrowed

Customers who believe that they have returned items that are still recorded as “checked-out” to them, may lodge a Claims Returned. Customers who consider that an item has been erroneously checked-out to their record may lodge a Claims Never Borrowed. This will halt the accrual of fines and issue of overdue notifications.

A library customer may lodge one [1] Claims Returned, comprising a maximum of ten items. As long as this Claims Returned remains current and active, i.e. the items are not located by either the library or the customer and thus removed from the customer’s record, the customer cannot lodge another Claims Returned.

14. Copyright

Staff and users of the library must follow all relevant copyright laws when using any library materials.

Date Amended: 6 April 2009