

Library Lending Policy

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Description	This document outlines Griffith University's policies in relation to the borrowing of items from the University's library collection.

Related documents

[Code of Conduct](#)

[Student Misconduct Policy](#)

[Griffith University Information Technology Code of Practice](#)

[Griffith University Privacy Plan](#)

[Information Services Fees and Charges Policy](#)

[\[Introduction\]](#) [\[Eligibility\]](#) [\[General Conditions of Loan\]](#) [\[Responsibilities of Library Borrowers\]](#) [\[Loan Policies\]](#)
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1. INTRODUCTION

1.1 Purpose

The purpose of this policy is to provide information about accessing and borrowing items from the Griffith University Library Collection.

1.2 Scope

This policy applies to all staff and students of Griffith University as well as alumni and visitors and the general community.

1.3 Definitions

Item includes any Griffith University Library resource, under the control of the Director.

Library means any and all premises occupied by the University Library, in buildings owned or under the control of the University.

Director means Director, Library and Learning Services (LLS), or an officer authorised by the Director.

2. ELIGIBILITY

2.1 Griffith University staff and students are registered to borrow from the Library. A University Student/Staff Card is also a Library card.

2.2 Staff and students of other tertiary institutions and members of the public may make application to be registered as borrowers by completing and signing a registration form to comply with

Library Lending Policies, and by providing identification, proof of address and where appropriate, proof of eligibility for a particular borrower category.

- a) Upon acceptance of an application, a Library card, identifying the holder's category as a borrower, will be issued. The Loan Rules Matrix identifies the services and facilities available to each category of user.
 - b) Registrations must be renewed biannually/annually. Registration may be cancelled or suspended before the expiry date for breaches of Library Lending Policies.
 - c) The Director or an officer authorised by the Director may refuse an application for registration as a user when in the judgment of that officer, such a registration would adversely affect services to Griffith University staff and students.
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3. GENERAL CONDITIONS OF LOAN

- 3.1 The Director has discretionary power to lend or refuse to lend any item at any time.
 - 3.2 The Director may alter the loan period of any item at any time.
 - 3.3 No person may remove an item from the Library without a proper loan transaction having first been made.
 - 3.4 A valid University Student/Staff or Library card is required before any loan transaction is made.
 - 3.5 Library cards are not transferable. In exceptional circumstances (e.g. a lecturer's research assistant or a representative of a borrower with a disability or illness) an authorised representative may borrow on a library cardholder's behalf, upon receipt of written authorisation, and subject to the discretion of the Director.
 - 3.6 The Library collects stores and uses borrower information for administrative purposes only. The information collected is confidential and will not be disclosed to third parties without the borrower's consent, except to meet government, legal and other regulatory authority requirements.
 - 3.7 A borrower is responsible for the safe keeping and return of all items borrowed from the Library and for the cost of repair or replacement of any item damaged or not returned.
 - 3.8 Restrictions are placed on the number of loans a user may have at any one time.
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4. RESPONSIBILITIES OF LIBRARY BORROWERS

- 4.1 Griffith staff and students are responsible for maintaining accurate contact details through the MyGriffith or Staff Portal. The University email account is the main channel for communication concerning library borrowing. It is your responsibility to monitor this account.
 - 4.2 All other borrowers need to notify the Library of any change of address (postal and email) at the earliest opportunity.
 - 4.3 The Library should be notified immediately of the loss of a University Student/Staff or Library Card.
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5. LOAN POLICIES

Loan policies for different borrower categories and different types of items are set out in the attached Loan Rules Matrix.

5.1 Renewals

Standard loans and Bonus+ items may be renewed as per the loan policy set out in the attached matrix. The new due date is calculated from the date on which the renewal is made.

The Director has the option of denying any request for a renewal. Refusals generally occur if:

- a) the item has been or is about to be recalled; or
- b) a hold has been placed by another borrower; or
- c) the maximum number of renewals permitted has been reached

5.2 Recall on Borrowed Items

Items on loan may be recalled at any time if it is required for the Reserve Collection or for another borrower. Recall notices specify a new due date for the item on loan, allowing a minimum 7-day loan period on a standard loan.

5.3 Penalties for Overdue and Lost Items

5.3.1 Borrowers are notified of overdue and lost items through an escalating notice cycle which begins with a reminder notice, followed by an overdue notice and a final invoice notice.

- a) Borrowing rights are suspended immediately the item becomes overdue.
- b) When an item/s reaches invoice stage a Prevent enrolment and Prevent Transcript Negative Service Indicator (NSI) will be applied to the student record.

5.3.2 To lift the NSI and restore borrowing rights, the borrower must:

- a) return all items to the Library; or
- b) pay the replacement costs, including a \$30 processing fee, for lost or damaged items.

5.3.3 Suspension of borrowing rights remains in effect until either:

- a) all overdue items are renewed or returned; or
- b) replacement costs, including a \$30 processing fee, are paid for any item declared lost or damaged.

6. APPEALS

Persons to whom penalties are applied may appeal either orally, or in writing, to the Director to waive or reduce the penalty, or to defer payment of any charges.

A person making such representations may appeal to the Director against a decision relating to a penalty made by another Library officer, and may appeal against a decision made by the Director to the Pro Vice Chancellor (Information Services) whose decision shall be final.

7. MONITORING, REPORTING AND REVIEW

The Director, Library and Learning Services will monitor the implementation of this policy and report on any strategic and unanticipated implications of this policy to the Pro Vice Chancellor (Information Services).

The policy will be reviewed every five years or sooner if deemed appropriate, based on evolving standards in library and information management and technology, University corporate considerations, or regulatory requirements.

APPENDIX 1: MEMBERSHIP TYPES

User Category	Services Available
Griffith Staff and Postgraduate students, including: <ul style="list-style-type: none"> • External Members of University Council • Griffith University staff • Griffith University postgraduate students, including HDR, honours, postgraduate diploma and masters by coursework students • Research Assistants 	Access to all services.
Griffith University undergraduate (including Open University Australia award) students	Access to all services excluding interlibrary loans.
Griffith College students	Borrowing rights as for Griffith Undergraduates, excluding laptops. No access to common use computers.
Reciprocal borrowers: <ul style="list-style-type: none"> • Staff and students of other Australian universities participating in University Library Australia reciprocal borrowing scheme. 	Use of the Library for personal research purposes. Loan service as defined in University Library of Australia (ULA) agreement.
Associate borrowers: <ul style="list-style-type: none"> • Alumni • Friends of the Library • Staff and students of higher education institutions not covered by reciprocal borrowing agreements • Adult members of the public • Staff of campus commercial and service groups 	Use of the Library for personal research purposes.
Special borrowers admitted at the discretion of the Director or nominee under terms and fees, which are determined at the time.	Access to services determined on a case-by-case basis.

LOAN RULES MATRIX

Membership Type	Maximum Number of Items	Standard Loans	Reserve Loans	3 hour Loans (including Laptops)	Bonus+ Items	Number of holds
Griffith Staff	Unlimited	Unlimited 6 month loan 1 renewal	2 items 2 hour loan No renewals	Not applicable	10 items 21 day loan 1 renewal	12 (including 10 Bonus+)
Griffith Postgraduate Students	Unlimited	Unlimited 6 month loan 1 renewal	2 items 2 hour loan No renewals	1 item 3 hour loan No renewals	10 items 21 day loan 1 renewal	12 (including 10 Bonus+)
Griffith Undergraduate Students (including OUA Commonwealth Supported students)	Unlimited	Unlimited 60 day loan 2 renewals	2 items 2 hour loan No renewals	1 item 3 hour loan No renewals	5 items 21 day loan 1 renewal	12 (including 5 Bonus+)
Griffith College students	Unlimited	Unlimited 60 day loan 2 renewals	2 items 2 hour loan No renewals	Not applicable	Not applicable	12
OUA (non-award) students	3 items	3 items 28 day loan 3 renewals	2 items 2 hour loan No renewals	Not applicable	Not applicable	3
Griffith Connect	20 items	20 items 28 day loan 2 renewals	In library use only	Not applicable	Not applicable	Not applicable
Reciprocal and Associate borrowers	20 items	20 items 28 day loan 2 renewals	In library use only	Not applicable	Not applicable	Not applicable