

# TAFE Illawarra - Library and Information Services

## Associate Borrowers Policy

### REGISTRATION

Associate Borrower applicants need to:

- Provide evidence of proof of address
- Not have any outstanding loans, fines or replacement costs at the time of application, if a former TAFE NSW student or member of staff
- Pay the relevant service fee, inclusive of GST, which is:  
**12 months            \$100.00**

### SERVICES OFFERED

- Use of library services, facilities (excluding seminar and group study rooms)
- Access to resources including performance of catalogue searches, consultation of book, periodical and audio-visual collections
- Reference assistance from staff at the Information Desk
- Access to photocopying (charges apply)
- Loan of up to 4 print based items. Borrowing from certain parts of the collection or resources in high demand areas may be restricted.

### SERVICES NOT INCLUDED

- State wide borrowing rights from other TAFE NSW college libraries
- Interlibrary loans (between TAFE NSW college libraries or with libraries of other institutions)
- Loans of audio-visual material and equipment
- Loans from Reserve Collection
- Reservation services
- Postal library services
- Reciprocal borrowing rights from Institutions with which TAFE NSW has a reciprocal borrowing agreement
- Use of student computers and wireless network
- Access to subscription databases

### CONDITIONS OF USE

- You must sign a declaration form, outlining the conditions of Associate membership.
- You agree to accept responsibility for all library items issued on your card and to return all items by the due date, which can be confirmed by enquiry at the library.
- If items are not returned by the due date, or are returned damaged, you agree to meet all fines and replacement costs (+GST).
- Your library borrowing privileges will be suspended until overdue items are returned or replaced.
- Your library card is for your use only.
- You must notify your TAFE library of the card's loss or theft as soon as practicable. You are responsible for all transactions up until the notification of the card's loss.
- You must notify your TAFE library as soon as there is any change to your address, telephone number or other personal details.
- Your library card is valid only for the period shown on library records.