

## Library and Information Services

### Staff – Conditions of Use

1. You accept responsibility for all library items issued on your card and must present the card when borrowing.
2. If items are not returned to the issuing TAFE NSW library by the due date, you will receive an *Overdue Notice* which is an indication to you that the item needs to be returned or renewed immediately. This can be done in person or by phone or email. Items can be renewed twice but are subject to recall if required by another customer.
3. Receipt of a *Final Notice* indicates that you must return the item(s) immediately and that no further extensions apply and that no further loans will be issued until all overdue items are returned.
4. Receipt of a *Bill for Replacement* indicates that you did not respond to the *Final Notice* within the time specified. The items are presumed lost and payment is now due. On presentation of the Cashier's receipt to library staff, borrowing privileges will be restored. Your line manager may be contacted if you do not respond.
5. All items damaged will need to be replaced if such damage prevents subsequent normal use.
6. Your TAFEcard/library card is for your use only.
7. You must notify your campus 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.
8. Your campus library must be notified promptly of any change of address, telephone number or other personal details.
9. Your TAFEcard/library card is valid only for the current year. Renewal of borrowing rights will only occur on confirmation of continuing TAFE NSW employment.

Library use of the TAFEcard/library card indicates acceptance of the above conditions.

If these conditions are not acceptable to you, please inform library staff.