

Library and Information Services

Reciprocal Borrowers from Australian TAFE Institutes

REGISTRATION

To register as a reciprocal borrower with any TAFE NSW - Illawarra Institute library, you will need:

- Students: A current library card or proof of enrolment
- Staff: Proof of employment from your own institution
- Proof of current address
- Proof of current good standing at your institution's library

SERVICES OFFERED

- Loan of up to 10 print based items across all the Illawarra Institute Libraries
- Use, within the library, of the audio-visual collections
- Use of the library reading areas
- Reference assistance from library staff
- Access to photocopying (charges apply)

SERVICES NOT INCLUDED

- Interlibrary loans (between TAFE NSW campus libraries or with libraries of other institutions)
- Loans of audio-visual material and equipment
- Loans from Reserve Collection
- Postal library services
- Use of student computers and wireless network
- Access to subscription databases
- Reciprocal borrowing rights are not transferable to other TAFE NSW Institutes (i.e. non Illawarra)

CONDITIONS OF USE

- 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 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.