

# James Cook University Brisbane Library Policy

## Intent

To provide guidelines on using/availing Library Resources and Services.

## Scope

All students currently enrolled in JCU Brisbane

## Policy and Procedures

### Loan Conditions

Library Borrowers/Students must be currently enrolled JCU Brisbane students and must use their JCU student card to borrow any library resources. The library books are divided into two sections, the prescribed textbooks for the running trimester and the general collection.

The prescribed text books for the current trimester can only be borrowed for a day during Monday to Thursday and the prescribed text books can be borrowed on Fridays and Saturdays to be kept until Monday. Please note that the text books returned on the same day cannot be borrowed again.

The general collection books can be borrowed for a period of seven days.

At a time a student can have a maximum of 2 prescribed books and 2 general collection books with them. On having an overdue book, students will not be allowed to borrow any more books until they have returned the overdue book.

Loan Type	Days	Loan Duration	No: of books
Prescribed books	Monday to Thursday	1 day	1
Prescribed books	Friday & Saturday	Till Monday	2
General Collection	Monday - Saturday	7 days	2

### How to Borrow

The students simply need to tell the staff at the front desk the subject code or the title of the book and should present their id card to borrow the books

### When to Borrow

The Student Resource Centre is open **Monday – Friday from 8:00am – 6:00 pm** excluding public holidays. Please note that the lending Service will close 30 minutes before the advertised Student Resource Centre closing hour.

### Renewals

No student shall be allowed to renew a book or will be allowed to borrow the same book which is returned on that day.

## Returning Books

Books can be returned during normal office hours Monday – Friday 8:00am – 6:00pm. Books will be deemed not to have been returned until such time as the transaction has been recorded by Student Resource Centre staff.

However, after hour returns can be made via After Hour Return Chute, located next to the Level 2 glass doors. Such returns within the specified date shall be deemed to be made within time.

During office hours, this Return Chute will remain closed and books should be returned at the front desk.

## Holds

The library will not hold any textbooks for students. The books are given out to students on first come first serve basis.

## Penalties

Borrowers accept complete responsibility for the care of the library materials borrowed and for their return.

## Late Return and suspensions

The borrowing rights of a Student can be suspended for certain time period depending on the number of overdue days as outlined in the table below:

1 day *	One week suspension from the date of return
2 days *	Two week suspension from the date return
3 or more days *	Suspension for the one month

\* Overdue return means when any book is returned after the due date as outlined in this policy.

## Lost or Damaged

All Library materials must be returned in good condition. The Student Resource Centre staff needs to be informed about the loss or damage of any library resource. On loss or damage of any Library Resources, the borrower shall be required to replace the same or pay an equivalent amount to recuperate the loss or damage.

## Appeals

On an appeal in writing, the Campus Dean has the authority to vary or waiver off any suspension of borrowing rights or substitute an alternative sanction.

Appeals against library policy and practices may be made in writing to the Campus Dean.

## Reciprocal Borrowing Rights

JCU Brisbane has reciprocal borrowing rights with QUT and Griffith University libraries and thereby, students may, for a fee borrow books from these libraries. Please visit the respective websites for further details.

<http://www.library.qut.edu.au>

<http://www.griffith.edu.au/library>

## Approval Details

Policy sponsor:	Student Resource Centre
Approval authority:	Campus Dean
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