



## **Library Services – Associate Borrowers - Guidelines**

**Implementation Date: June 2009**

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# Library Services - Associate Borrowers - Guidelines

## 1. Introduction

The following Guidelines cover the use of TAFE NSW libraries by Associate Borrowers. These Guidelines should be read in conjunction with the *Library Services - Associate Borrowers Policy*.

## 2. Definitions

### 2.1 Associate Borrowers

Associate Borrowers are persons who have an affiliation with a TAFE NSW college and wish to borrow library materials from a TAFE NSW library.

This may include but is not exclusive to the following client categories:

- Members of the local community
- Former students and staff
- Local business and industry personnel
- Local DET school students and staff

### 2.2 Good standing with the library

Good standing with the library means that the applicant does not have unresolved library-related breach-of-discipline matters at the time of application.

## 3. Procedures and Standards

TAFE NSW library facilities and services may be made available on a college by college basis, for use by members of one or more of the client categories, provided that there are sufficient resources available and the needs of TAFE NSW students and staff are given priority at all times.

The period of access to the library is usually from 3 to 12 months but this period may vary at the discretion of the library manager.

These Guidelines include an optional schedule of charges which represents the maximum amount any TAFE NSW Institute can charge for services detailed below.

Associate Borrowers are subject to penalties for overdue, lost or damaged materials as described in the [Student Discipline \(Library Resource Materials\) Procedure](#) apart from the withholding of a testamur.

These Guidelines cover all TAFE libraries in NSW.

### **3.1 Prerequisites**

Associate Borrower applicants should provide evidence of proof of address.

Former TAFE NSW staff or students who wish to apply as an Associate Borrower should be in good standing with the library at the time of application.

#### **3.1.1 Optional Prerequisites**

Associate Borrower applicants may be required to sign a declaration not to use TAFE NSW materials to develop and/ or run courses in competition with TAFE NSW.

### **3.2 Library services offered**

Associate Borrowers are entitled to the following services from the college library where they have registered:

- Use of library services, facilities (excluding seminar and group study rooms)
- Access to resources including performance of catalogue searches, consultation of the book, periodical and audiovisual collections.
- Reference assistance from staff at the Information desk.
- Access to photocopy facilities.
- Loan of books (up to four items). Borrowing from certain parts of the collection or resources in high demand subject areas may be restricted in some college libraries eg. Periodicals, Closed Reserve.

Associate Borrowers are not entitled to the following services from the college library:

- 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 audiovisual material.
- Reservation services.
- Postal library services.
- Reciprocal borrowing rights from Institutions with which TAFE NSW has a reciprocal borrowing agreement.
- Use of student computers.
- Access to subscription databases

### **3.3 Schedule of charges (optional)**

The following represent the maximum charges which would apply to Associate Borrowers who wish to borrow from TAFE NSW libraries.

#### **3.3.1 Registration fees (including GST)**

- 3-month period - \$44
- 6-month period - \$66
- 12-month period - \$110
- Optional refundable deposit - \$75
- A deposit of \$75 can be levied in addition to registration fees. This refundable deposit is designed to encourage the return of any library resources on expiry of registration period.
- As library resources in TAFE NSW are in high demand, it is strongly recommended that funds raised from deposits and registration fees are channelled back to the library for the purchase of additional library resources.
- The schedules of optional charges contained in these Guidelines are subject to periodic review by the Information, Marketing and Library Services Directorate and the TAFE NSW Library Strategy Group.

#### **4. General**

Further information and copies of the declaration form are available from each TAFE NSW Institute Library and Information Services Manager or delegate.