

**Agreement for a  
Borrowing Scheme**

**between**

**The University of  
Newcastle**

**and**

**TAFE NSW –  
Hunter Institute**

**2012**

## **AGREEMENT**

### **1. Introduction**

This agreement is for borrowing between the TAFE NSW - Hunter Institute and the University of Newcastle to provide reciprocal borrowing privileges to all members of the primary client groups of each institution **who are in good standing with their home library.**

Access to the jointly funded **Ourimbah Library** collections and services as outlined under Clauses 3 and 4 are available to all enrolled TAFE NSW students and staff without charge. This access occurs under University conditions, policies and procedures.

### **2. Client Categories**

Reciprocal borrowers are defined as:-

#### **University of Newcastle**

All currently enrolled students and staff

#### **TAFE NSW-Hunter Institute**

All currently enrolled students and staff

OTEN students registered with the Hunter Institute libraries

### **3. Library Collections and Services**

All collections and services of the respective libraries are normally available, **other than the following exceptions.** It is accepted that students and staff of the home institution have priority e.g. in the case of facilities (study rooms and audiovisual carrels,) students cannot book ahead but may use them if they are free.

#### **University of Newcastle Library**

Serial loans to students

Biomedical Reserve

Reference Materials

Inter Library Loan Services

Gardiner Library Service

Renwick Library

Reference and Journal Article Databases

E books

Student computers in training laboratories

Internet Access (staff & students)

Electronic reserve items

Off Air Recordings

University of Newcastle Sydney CBD Library

**TAFE NSW - Hunter Institute**

Inter Library Loans Services/intercampus loans services  
 Video recordings/DVDs  
 Student computers  
 Internet Access (staff & students)  
 Reference and Journal Article Databases

**4. Borrowing Privileges**

Loan conditions for 2012 are:

**University of Newcastle Library:***TAFE Staff:*

50 items for 12 weeks  
 15 AV Items for 2 weeks  
 2 renewals  
 6 serial issues for 3 days with 1 renewal only.

*TAFE-HI Students:*

15 items for 2 weeks  
 15 AV items including 5 DVD/Videos  
 1 renewal only.

*Ourimbah Campus TAFE students:*

Access to Callaghan Campus Library services on the same basis as undergraduate students of the University including use of the Ourimbah Campus Librarys' paging scheme for obtaining that access.

All current TAFE NSW Borrowers are entitled to registered at the Ourimbah Campus Library and borrow:

15 items for 2 weeks  
 15 AV items for 2 weeks (excluding off air recordings, DVD/Videos and Toys)  
 1 renewal only

**TAFE NSW - Hunter Institute Library:**

Exceptions to the following apply at individual locations depending on local demand.

*University Staff:*

15 books for 4 weeks with 2 renewals  
 6 serial issues for 2 weeks with 2 renewals  
 6 Audiovisual resources (excepting videos and DVDs) for 2 weeks with 2 renewals

*University Students:*

- 4 books for 2 weeks with 2 renewals
- 2 serial issues for 2 weeks with 2 renewals
- Audiovisual resources (excluding video and DVDs) for 2 weeks with 2 renewals

**5. *Indemnity and Conditions of Use***

Reciprocal borrowers are responsible for the return of items by the due date and in good condition. All fines as well as replacement costs for lost and/or damaged items are the responsibility of the reciprocal borrower. Any reciprocal borrowers having outstanding fines, and or overdue items at the host library may be suspended from borrowing at their home library until the fines are cleared and the items returned.

In the event that a reciprocal borrower fails to return library materials the home institution will indemnify the host and reimburse the cost of non returned items. Any such reimbursement will not extinguish fines or charges levied by the host on the borrower who will continue to be liable for these fines or charges.

The home library will not indemnify the host library for outstanding fines incurred by the home library's reciprocal borrowers.

Borrowers must be made aware of the rules and regulations of the host library and agree to abide by them.

**6. *Authorisation/Registration***

Each institution will provide a form of identification which must include the name, address and institutional number of the applicant, preferably in the form of an original printout. The form must be imprinted with the agreed reciprocal borrowing stamp and a date stamp.

**7. *Registration Fee and Period***

A registration fee of \$22.00 (including GST) will apply to each student applicant. To facilitate out of hours service this fee is payable at the University Libraries (i.e. not the TAFE Cashier's Office). All fees will be collected and administrated by the University. Any payments owed to the Hunter Institute for hosting University students will be forwarded to the Hunter Institute by the end of the calendar year. Registration will be for one calendar year (or part thereof). Payment can be made via Credit Card or Eftpos only.

## 8. **Publicity**

Each library will provide appropriate information for publicity purposes.

## 9. **Management Information**

Block lists of debtors will be exchanged between the TAFE NSW - Hunter Institute and the University of Newcastle in March, May, August, October and December.

## 10. **Charging for lost/damaged/non-returned items**

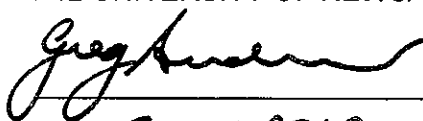
Invoices will be issued to the home library for items deemed as 'bad debts' by 31 May 2013. The standard charge for a non returned item is listed price (including GST) plus a \$20.00 billing fee. The Hunter Institute standard charge for a non returned item is listed price, plus GST.

## 11. **Terms of this Agreement**

This agreement covers students and staff of the University of Newcastle, and students and staff registered at Hunter Institute Campus libraries. It covers OTEN (External TAFE Students) whose registered home library is a Hunter Institute Library, but does not cover TAFE students enrolled at other TAFE Institutes.

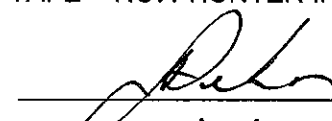
This agreement will run from 1 February, 2012 to 31 January 2013 and will be reviewed before that date. The agreement dates apply to staff whom are not debtors.

Signed for and on behalf of  
THE UNIVERSITY OF NEWCASTLE



Date: 30.1.2012

Signed for and on behalf of  
TAFE – NSW HUNTER INSTITUTE



Date: 6/2/2012