



## LIBRARY CONDITIONS OF USE

1. TAFEcard is for the use of the named person only. Your current card should be produced when borrowing items, or using specified Library resources.
2. The cardholder accepts responsibility for all Library items issued on the TAFEcard, and agrees to return all items by the due date. If the items are not returned to the issuing Campus Library by the due date, Library privileges may be suspended.
3. The cardholder agrees to meet all fines and/or replacement costs for overdue, lost or damaged items. Hunter Institute students in breach of the Student Discipline Policy for overdue material may incur a number of penalties including:
  - A fine of \$10 per item
  - Replacement cost of the item if it is not returned or is damaged
  - Withholding of any testamur, result notice or employer report until the debt is paid
4. The Library should be notified immediately of any change of address and/or loss of TAFEcard.
5. Library privileges may be suspended if students breach the Hunter Institute Student code of conduct.
6. Eating, drinking and smoking are not allowed in the Library.
7. Library staff reserve the right to check all folders, books and bags as you leave the Library.
8. Mobile phones are not to be used in the Library.
9. The cardholder accepts these conditions of use upon signing the enrolment form.

TAFE NSW has a duty to provide a safe and healthy workplace for staff and students.

To help us provide a safe environment, please follow safety and emergency instructions from Library staff.

The Hunter Institute OH&S policy can be viewed at a TAFE library.

We value your feedback. Please ask library staff about the TAFE Feedback/Complaints process.



## COMPUTER & INTERNET CONDITIONS OF USE

Disclaimer: The Hunter Institute and TAFE NSW make available to users a wide range of data and information facilities and services. The Hunter Institute accepts no responsibility for any damage or loss of data arising directly or indirectly from the use of any of these facilities or for any consequential loss or damage. The Hunter Institute and TAFE NSW makes no warranty, express or implied, regarding the computing facilities offered or their fitness for any particular purpose.

1. Internet access is limited to reasonable use that supports study and research for your TAFE course.
2. To access the Internet from the Library you must use your own username and password. Remember to logout when you are finished.
3. Internet is not to be used for any illegal, immoral or socially unacceptable purpose.
4. Email is available for course-related, and limited personal use. **Priority will always be given to course-related use.**
5. Library staff reserve the right to monitor Internet use by students.
6. It is your responsibility to comply with the Commonwealth Copyright Act, and any copying directives on the Internet.
7. It is your responsibility to avoid plagiarism (ie presenting another person's ideas or words as though they are your own) by correctly referencing your work. Referencing handouts are available at your local TAFE Library or on our website.
8. Any user who is deemed by the General Manager ISD to have abused the Internet service will have their access to the service removed. (TAFE NSW Internet Policy, Clause 10)
9. Hacking, illegal use of the Internet, and any related criminal activities could result in the matter being referred to the police for action. (TAFE NSW Internet Policy, Clause 11)
10. The Library cannot take responsibility for accuracy or authority of Internet material.