

Avondale Libraries

Guidelines for Inter-campus Borrowing

1. OVERVIEW

Avondale Libraries are responsible for providing quality resources to support the teaching, learning and research activities of Avondale students, faculty and staff. As such, they provide access to a wide range of print and electronic resources through two campus libraries and the library's website: <http://www.avondale.edu.au/library>.

In 2009, Avondale College Library and the Sydney Adventist Hospital Library amalgamated, thus providing a far wider range of resources to Avondale library patrons. These guidelines outline the procedures for inter-campus borrowing.

2. WHO CAN BORROW?

Inter-campus borrowing is free and available to the following borrower categories:

- All Avondale students
- All Avondale faculty and staff
- Honorary Senior Research Fellows and Conjoint Faculty of Avondale College of Higher Education

Inter-campus borrowing privileges are not available to the following borrower categories:

- Alumni
- Corporate and Community borrowers
- Reciprocal borrowers – University of Newcastle
- Suspended borrowers
- Sydney Adventist Hospital staff

3. WHAT CAN BE BORROWED?

The following items may be requested from another Avondale campus library:

- Books (if the book is not held in the home library or is on loan)
- Scanned (PDF) copies of journal articles, book chapters, handouts, etc. (according to the provisions of the Copyright Act).

The following are not available on inter-campus loan:

- Course reading materials – these should be on Moodle
- Items that are identified in the catalogue as being 'On order', 'In processing' or 'Not for Loan'
- Items whose physical condition makes them difficult to transport between campuses.
- Journals
- Newspapers
- Posters
- Reference materials
- Reserve collection items
- Special Collection items

NOTE: The lending library reserves the right to refuse any inter-campus loan request.

4. HOW MANY ITEMS CAN BE BORROWED?

Limitations:

- There is a limit of 5 inter-campus loan requests at any one time.
- Inter-campus loan items may be recalled at any time.
- Normal fine restrictions will apply to late returns.
- Period of inter-campus loan is as per borrower category.

Inter-campus loan items not collected within 4 days of notification of their arrival are returned to the lending library.

5. MAKING A REQUEST

Books:

- Eligible borrowers may request a book from any Avondale Campus Library via PrimoSearch, or via the Information desk.
- Items requested by 'distance students' will be posted to them.
- The requester will be notified via email when the item arrives and is ready for collection. The item will be held for 4 days after its arrival then returned to the lending library.

Scanned copies book chapters, articles, etc.:

- Eligible borrowers may request a book chapter, article, etc. from any Avondale Campus Library via the Library ILL form.
- Scanned documents will only be delivered to Avondale email accounts.
- The lending library will scan the material requested within the provisions of the Copyright Act.

Turnaround time:

- The lending library will process the request within 3 working days from the date the request was submitted, and forward it to the relevant inter-campus library.
- If material is required urgently, special arrangements may be considered

6. RETURNING BOOKS

- It is the responsibility of the on-campus borrower to return the item to either library on or before the due date.
- It is the responsibility of 'distance student' borrowers to return the item/s (at their cost) to the campus Library from which it was sent.

7. TRANSPORT

- Items will be sent to the relevant library using staff members, such as IT, as much as possible
- If no staff members are available the items will be posted within 3 days of the request