

## **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> .

These guidelines outline the procedures for inter-campus borrowing.

#### **2. WHO CAN BORROW?**

Intercampus 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 University

Intercampus borrowing privileges are not available to the following borrower categories:

- Alumni
- Community borrowers
- Reciprocal borrowers – University of Newcastle
- Intermission Students
- 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)
- Distance and Post Grad students may request Scanned (PDF) copies of journal articles, book chapters, etc. (according to the provisions of the Copyright Act) via the [Digitisation Request Form](#)

The following are not available on intercampus 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
- 7 Day Loans
- 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.
- Intercampus loan items may be recalled at any time.
- Normal fine restrictions will apply to late returns.
- Period of intercampus loan is as per borrower category.

Intercampus loan items not collected within 7 days of notification of their arrival are returned to the lending library.

#### **5. MAKING A REQUEST**

Books:

- Eligible borrowers may request a book via the Intercampus Request Form. The requested item must not be available from the user’s home campus.
- Distance students should use the [Distance Education Request](#).
- The requester will be notified via email or phone when the item arrives and is ready for collection. The item will be held for 7 days after its arrival then returned to the lending library.

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 intercampus 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.
- If a student is unable to return an item on time, they should contact the library to request an extension of their loan.

## **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

Director of Library Services

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