

## UTS LIBRARY GUIDELINES

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Issued by: Danielle Ambriano

Dated: Thursday, 21 November 2019

Last amended: [21/11/2019](#)

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These guidelines should be read in conjunction with the UTS Student Rules, Section 18.

### 1. Membership and Access

- (1) Current UTS Staff & Students and Insearch are automatically members of UTS Library
- (2) Alumni and Community are able to register under the following membership types as described in Schedule 1:
  - a) Alumni
  - b) ULANZ
  - c) UTS Retired Staff
  - d) Other institutions - Overseas Universities staff and students. Museum of Applied Arts Staff
- (3) Members of the public may request access as a day visitor under the following conditions:
  - a) Pre-registration is made 2 business days in advance via [online registration form](#)
  - b) These passes are free and limited to 10 visitor requests per calendar year and are available for access Monday to Friday
  - c) High School students – Year 11 or 12 only are permitted Day Visitor entry
  - d) As a Day Visitor you will be able to access the Library's collections, copy and scan.
  - e) Library staff can also request items for you from the Library Retrieval System (LRS) to be used in the Library during your day visit. Please see Service Desk staff or phone 9514 3666 for assistance with this.
  - f) Day Visitors are unable to access Library computers, WiFi or printing facilities and no refunds are available for money placed on Day Visitor Cards for copying.
- (4) Children under 18 who access the Library must be accompanied a parent or carer with Library access rights (except Year 11 or 12 High School visitors with a day pass).

### 2. Borrowing Conditions

- (1) The following members are entitled to the borrowing conditions at UTS Library as described in Schedule 2:
  - a) Current UTS staff & students
  - b) Current Insearch Staff and Students (except Insearch Language students)
  - c) Community and Alumni membership types (as described in Schedule 1)

### 3. Loan Options

- (1) In order to place a request on an item in the UTS collection, you must first request the item via the Library Catalogue. The following conditions apply:
  - a) UTS & INSEARCH staff and students may request books from the UTS Library collections.
  - b) Requests can only be placed if the item is currently out on loan and there may be a limit on how many requests you can place at one time. If you do not meet certain conditions, the request will not be processed.
  - c) If the item is on loan, and no other copy is available, we will recall the item from the current user (this includes InterLibrary loans)
- (2) To access an item not in the Library collection you will have to sign in to view your requesting and/or purchasing options
  - a) An item for purchase for the UTS Collection.
  - b) Book chapter/s (from books not held in our collection)
  - c) Journal articles not available or accessible via the UTS Collection
  - d) Other items that are unavailable for purchase, are rare or out of print
- (3) The Reserve Collection on Level 7 consists of high demand materials. All reserve items are available for 3 hour loans. You need to ensure that you return Reserve items by the due date and time to avoid [Fines](#).

#### **4. Returns and Recalls**

- (1) Return Chutes are available on Level 5 (located near entrance to Reading Room) and Level 7 (located outside entrance to UTS Library) of UTS Central. Place borrowed items in the returns chute by the due date to avoid fines.
- (2) In order to share access to our resources, the Library reserves the right to recall items if they are needed by other clients. This may result in the due date being reduced. An item is recalled when there are no other general collection copies available. The following conditions apply:
  - a) All users are guaranteed a minimum 2-week loan period for UTS collection items.
  - b) Items that have been recalled or have a request placed on them are unable to be renewed.
  - c) Fines will apply if recalled items are returned after the new due date, the fine will be double the original fine amount per day

#### **5. Fines and Replacement Costs**

- (1) Late return of items will result in fines as described in Schedule 3
- (2) Loss of items will result in replacement costs as described in Schedule 4. The following conditions apply:
  - a) If overdue items are not returned within eight weeks of the due date, you will be sent an invoice for replacement. The invoice must be paid in full (no partial payments allowed).
  - b) If you chose to replace items a \$30 processing fee will be incurred. Replacement items must be the same or later edition.
  - c) If you return items twelve months or later, you will be required to pay the full replacement cost for the item, regardless of whether you are returning the item. No partial payments are accepted.
  - d) No refunds will be given for replacement costs paid on items.
- (3) You may dispute a fine on the following grounds:

- a) illness or other extenuating circumstances. You will need supporting documentation such as a medical certificate etc. and you should fill out a [Fines Appeal Form](#)
- b) If you are unable to afford the fine. Please make an appointment with the [Student Services Unit](#) to see UTS Counselling Services or a [Financial Assistance Officer](#)
- c) If you believe you have been fined in error, you should fill out a [Fines Appeal Form](#). If you have returned the Library material on time, you should fill out a [Claims Returned Form](#).

## NOTES

Guidelines

Date adopted: [This is the date on which the guidelines are formally signed]

Date commenced:

Administrator: Manager, Access Services

Review date:

Related documents: UTS Student Rules

## AMENDMENT HISTORY

| Section/clause | Changes | Date approved |
|----------------|---------|---------------|
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