

## Library and Information Services Students – Conditions of Use

1. You agree to accept responsibility for all library items issued on your card and to return all items by the due date, which can be confirmed by enquiry at the library.
2. If items are not returned by the due date, you agree to meet all penalties that may be imposed as well as replacement costs (+GST). These include:
  - a. Suspension of your library borrowing privileges until overdue items are returned or replaced and fines paid
  - b. A fine payment of **\$10 per item** for items not returned after two official notices issued to you by the library.
3. All non-returned, lost or damaged items must be paid for. Please note that library resources are expensive, and may have a replacement cost in excess of \$100.
4. You will not receive result notices or testamurs (e.g. certificate, diploma) until overdue items are returned/replaced and any outstanding fines are paid.
5. Your TAFEcard/Library card is for your use only.
6. You must notify your Campus Library of the card's loss or theft as soon as practicable. You are responsible for all transactions up until the notification of the card's loss.
7. You must notify the Campus Customer Service Centre as soon as there is any change to your address, telephone number or other personal details. Alternatively, you can change your personal details online, via your Student Portal at <http://student.det.nsw.edu.au>
8. Your TAFEcard/Library card is valid only for the period shown on library records. Your card will only be renewed on proof of enrolment.

Library use of the TAFEcard/Library card indicates acceptance of the above conditions. If these conditions are not acceptable to you, please inform Library staff.

For further information, refer to the **Student Discipline (Library Resource Materials)** policy.