

Borrowing Guide

JCU Brisbane and RIHE students are automatically registered as members of the Library. Students from other JCU campuses may apply to join Library. As a student member of the library your must:

- Comply with JCU Brisbane borrowing conditions and policies
- Use your current student ID card to borrow library resources
- Not borrow for others or use anyone else's ID card to borrow

| You can borrow | Prescribed text books | General Collection | Reference Collection | **Mac Book Air | Locker Keys |
|---|---------------------------|---------------------------|--|---|-------------|
| 8 books at a time | 4 Day Loan + 1 renewal | 7 Day Loan + 1 renewal | 2 Hour Loan In-library use No renewals | 5 Hour Loan On-campus use No renewals | 1 Day Loan |
| ** Mac Book Air Students will need to complete a Loan Agreement and Credit Card Authorisation Form (to the value of \$100.00) before borrowing laptops. Laptops cannot be taken outside the JCUB building. | | | | | |
| Returning your loans All laptops, Reference Collection books, locker keys and games must be returned to a staff member at least 30 minutes before closing . | | | | | |

Loan Renewals

Prescribed and General Collection textbook loans can be renewed (extended) once only. You cannot renew a loan which is on reserve or more than 1 day late.

Overdue Loans

Overdue library books will attract demerit point penalties:

| Loan Category | Amount per day |
|--|-------------------|
| Prescribed Textbooks | 10 points per day |
| General Collection | 2 points per day |
| Reference Collection | 5 points per loan |
| Games/Locker Keys | 5 points per day |
| MacBook Air | 50 points per day |
| 50 points = 3 WEEK BORROWING SUSPENSION | |

Your borrowing rights will be suspended when:

- Prescribed text books are 5 days overdue
- General Collection items are 14 days overdue
- You have reached a penalty limit of 50 points or more

Liability

You are personally responsible for all items borrowed from the Library. Please contact us if you have lost or damaged a library resource.