



Application for Borrowing Status

I hereby request borrowing privileges from _____ **Library** for:

Title: _____ Surname: _____

First Name: _____

Home (street) address: _____

Suburb/Town: _____ Postcode: _____

Tel: (home) Tel: (work)

e-mail address: _____

Borrowing Category: [please mark the appropriate boxes]

- Undergraduate
- Postgraduate
- Vocational
- Faculty
- Staff

Home Institution:

I understand and accept my responsibilities towards the lending library.
I have read and accept the SCD Library regulations (please turn over) as stated in the current SCD Handbook.

Patron signature:

Date:

You will be required to show your current Home Institution student card at the time of application.

Office Use:

Enrolment details checked

Home Library Manager Signature.....

Borrowing status checked

Home Library Manager Name

Date:.....



Sydney College of Divinity

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LIBRARY REGULATIONS

- 1 Circulating library materials may be borrowed by faculty and students of the College from any member library in accordance with the borrowing regulations of the lending library.
- 2 Borrowing privileges shall be conditional on showing proof of:
 - a. enrolment;
 - b. no outstanding fees or overdues.
- 3 Member libraries shall maintain:
 - a. a current written statement of their policies in the public service areas;
 - b. a current statement of the College consortial policy in that:
 - I. the policies apply equally to students and staff;
 - II. the borrowing of material will be construed as accepting the policies of the libraries they use.
- 4 Borrowers will be notified of overdue material by the library from which material was borrowed. If a borrower does not respond to the first overdue notice:
 - a. the borrower's library will be notified;
 - b. upon notification, the borrower's library will take steps to assist the recovery of borrowed materials or collection of monies owed;
 - c. the borrower owing money or holding overdue materials is expected to settle the matter with the library which is owed materials or money;
 - d. copies of further communications between borrower and lending library will be sent to the borrower's home library;
 - e. the lending library will notify the borrower's home library when the matter has been resolved;
 - f. the failure to pay fines or return recalled material will result in the loss of the individual's borrowing privileges at all College libraries;
 - g. examination results will not be credited to a student unless all books are returned, the cost of replacement and/or all fines paid;
 - h. specific action to be taken against offenders will be determined at meetings of the Libraries Committee;
 - i. if materials cannot be recovered the borrower's home library shall pay for the replacement cost of materials. The borrower's home library means the library of the Member Institute where the borrower has enrolled.
- 5 Any librarian appointed by a Member Institute of the College shall have the qualifications necessary for that person to be eligible for membership of ALIA.

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