

NAVITAS PROFESSIONAL LIBRARY
(ACAP, ATTC, NCPS, HSA)
LOAN RULE (From February 2016)

| PATRON TYPE | LOAN PERIOD | NO. OF ITEMS | HOLDS | RENEWALS ~ | UNILINC ILL* | NON-UNILINC ILL | FINES |
|--|-------------|--------------|-------|------------|---|---|--|
| ACAP Undergraduate & ATTC | 2 WEEKS | 12 | 4 | 12 WEEKS | 1 Book | No | 1 – 14 days: \$1 per day 15 days: bill for replacement issued \$120 + outstanding fines ** |
| ACAP Postgraduate | 2 WEEKS | 12 | 4 | 12 WEEKS | 4 Books | Yes | |
| ACAP Masters/Honours | 4 WEEKS | 12 | 12 | 24 WEEKS | 4 Books | Yes | |
| ACAP Online (This patron type applies to students studying by Blended Delivery or entirely by Online) | 3 WEEKS | 12 | 8 | 18 WEEKS | Electronic document delivery only | Electronic document delivery only | |
| ACAP Online Masters/Honours (This patron type applies to students studying by Blended Delivery or entirely by Online) | 4 WEEKS | 12 | 12 | 24 WEEKS | Electronic document delivery only ^^ | Electronic document delivery only ^^ | |
| NCPS Undergraduate | 2 WEEKS | 12 | 4 | 12 WEEKS | 1 Book | No | Fines policy applies |
| HSA Undergraduate | 2 WEEKS | 12 | 4 | 12 WEEKS | No | No | Fines policy applies |
| ACAP Alumni | 2 WEEKS | 1 | 0 | No | No | No | Fines policy applies |
| Staff | 4 WEEKS | 12 | 4 | 24 WEEKS | 4 Books | Yes | No fines apply |

~ Multiple renewals can be made up to 6 times the original loan period except when on hold

^^ Unless patron can collect and return book to library site

*ILL loans are in addition to regular loans, e.g. Masters students can borrow a total of 16 items, made up of 12 library items + 4 ILLs

**Fines policy: a block is put on borrowing rights (including renewals) when fines reach \$50. To reinstate borrowing a minimum of \$20 must be paid and fines must be reduced below \$50. Claims and appeals against the imposition of library fines can be made by filling in a 'Request for Fines Exemption' form.

Special Reserve items (SR) - \$5.00 at 15 mins after due time then \$5.00 per hour thereafter until max. \$20.00.

9/02/2016