

SG.13 LIBRARY LENDING POLICY

APPROVED BY	EXECUTIVE LEADERSHIP TEAM	VERSION	2020
REVIEW STAKEHOLDERS	▪ TE TAIURUNGI	Last reviewed	2020
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		Next review	2023
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POLICY

- 1 Library resources may be borrowed only by:
 - a Current BTI students and staff
 - b Current Bethlehem College staff, and senior students where there is a particular need
 - c BTI Alumni
 - d Associate Teacher's working with BTI
 - e Members of Christian professional organisations where agreements with BTI have been arranged.

(Applications from other individuals will be considered on a case-by-case basis)
- 2 The general public will be welcome to visit and use resources in the library, but may not borrow resources.
- 3 Priority in requests for resources and staff time will be given to users in category 1.a.
- 4 Journals and reference materials are generally not available for loan, except as overnight loans to BTI staff.
- 5 A reservations system operates for items other than short-term loans.
- 6 At the end of each year the Assistant Accountant will be notified of outstanding amounts, which will be treated as outstanding debts. All debts must be repaid prior to a student's graduation or in the case of deferral/withdrawal, immediately after.
- 7 Lost or damaged books will be charged at replacement cost.