

## SG.13 LIBRARY LENDING POLICY

APPROVED BY	<b>EXECUTIVE LEADERSHIP TEAM</b>	Reviewed	Feb 2024
REVIEW STAKEHOLDERS	▪ PRINCIPAL	Minor edit	
	▪ LIBRARIAN	Review period	3 years
	▪ ACADEMIC DEAN	Next review	May 2027

### 1. PURPOSE

The aim of this policy is to ensure that the resources, services, and facilities provided by the BTI library are used equitably and appropriately, and that there is a clear lending priority given to user groups.

### 2. RATIONALE

The primary purpose of the BTI Library is to support the learning and research needs of current students and staff.

### 3. POLICY

3.1. The following people are authorised library users:

- 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 teachers working with BTI students.
- e) Members of approved professional organisations where agreements with BTI have been arranged.

3.2. The BTI Librarian has discretion to determine services to be offered by the library to additional users. These will be considered on a case-by-case basis.

3.3. To borrow material from the library users must either have a student ID card or provide contact details to the librarian.

3.4. The public will be welcome to visit and use resources in the library during opening hours but may not borrow resources.

3.5. Priority in requests for resources and library staff time will be given to users in category 3.1a.

3.6. Journals, e-books and reference materials are generally not available for loan, except as overnight loans to BTI staff.

3.7. No person shall remove any material from the library without first having the loan properly recorded. A reservations system operates for items other than short-term loans.

3.8. During the period of a loan the user is responsible for:

3.8.1. The care and safekeeping of the material.

3.8.2. Notifying the librarian if the borrowed material becomes lost, stolen, damaged or destroyed; and

3.8.3. Returning borrowed material on or by the date due.

3.9. Borrowed material may not be passed to another library user without being re-issued in the user's name.

- 3.10. Where material is not returned by the due date a prescribed fine shall be imposed. The librarian may exercise discretion with the imposition of fines.
- 3.11. Lost or damaged books remain the property of the library so users will be charged for replacement costs, irrespective of the cost of replacement.
- 3.12. 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.