Agreement for a
Borrowing Scheme
between
The University of Newcastle.
and
TAFE NSW –
Hunter Institute
2017
1. Introduction

This agreement is for borrowing between the TAFE NSW - Hunter Institute and the University of Newcastle to provide reciprocal borrowing privileges to all members of the primary client groups of each institution who are in good standing with their home library.

Access to the jointly funded Ourimbah Library collections and services as outlined under Clauses 3 and 4 are available to all enrolled TAFE NSW students and staff without charge. This access occurs under University policies and procedures.

2. Client Categories

Reciprocal borrowers are defined as:-

University of Newcastle
All currently enrolled students and staff

TAFE NSW-Hunter institute
All currently enrolled students and staff
OTEN students registered with the Hunter Institute libraries

3. Library Collections and Services

All collections and services of the respective libraries are normally available, other than the exceptions listed below.

It is accepted that students and staff of the home institution have priority e.g. in the case of facilities, (study rooms and audiovisual carrels,) students cannot book ahead but may use them if they are free.

University of Newcastle Library
Serial loans to students
Biomedical Reserve
Reference Materials
Inter Library Loan Services
Gardiner Library Service
Renwick Library
Reference and Journal Article Databases
E books
Student computers in training laboratories
Internet Access (staff & students)
Electronic reserve items
Off Air Recordings
University of Newcastle Sydney CBD Library
**TAFE NSW - Hunter Institute**

Inter Library Loans Services/intercampus loans services  
Student computers  
Internet Access (staff & students)  
Reference and Journal Article Databases

4. **Borrowing Privileges**

**University of Newcastle library:**

**TAFE Staff:**

- 50 items for 12 weeks and 2 renewals.  
- 15 AV items for 2 weeks during the current year.  
- 6 serial issues for 3 days, 1 renewal only.

**TAFE-HI and HI OTEN Enrolled Students:**

- 15 books plus 15 AV items including  
- 5 DVD/Videos for 2 weeks  
- 1 renewal only.

**TAFE NSW - Hunter Institute Library:**

Exceptions to the following apply at individual locations depending on local demand.

**University Staff:**

- 15 books for 4 weeks with 2 renewals  
- 6 serial issues for 2 weeks with 2 renewals  
- 6 Audiovisual resources for 2 weeks with 2 renewals, subject to copyright restrictions and at librarian's discretion

**University Students:**

- 4 books for 2 weeks with 2 renewals  
- 2 serial issues for 2 weeks with 2 renewals  
- 2 audiovisual resources for 1 week, subject to copyright restrictions and at librarian's discretion
5. Indemnity and Conditions of Use

Reciprocal borrowers are responsible for the return of items by the due date and in good condition. All fines as well as replacement costs for lost and/or damaged items are the responsibility of the reciprocal borrower. Any reciprocal borrowers having outstanding fines, and or overdue items at the host library may be suspended from borrowing at their home library until the fines are cleared and the items returned.

In the event that a reciprocal borrower fails to return library materials the home institution will indemnify the host and reimburse the cost of non-returned items. Any such reimbursement will not extinguish fines or charges levied by the host on the borrower who will continue to be liable for these fines or charges.

The home library will not indemnify the host library for outstanding fines Incurred by the home library’s reciprocal borrowers.

Borrowers must be made aware of the rules and regulations of the host library and agree to abide by them.

6. Authorisation/Registration

Each institution will provide a form of identification which must include the name, address and institutional number of the applicant, preferably in the form of an original printout. The form must be imprinted with the agreed reciprocal borrowing stamp and a date stamp.

7. Registration Fee and Period

A registration fee of $22.00 (including GST) will apply to each student applicant. To facilitate out of hours service this fee is payable at the University Libraries (i.e. not the TAFE Cashier's Office). All fees will be collected and administrated by the University. Any payments owed to the Hunter Institute for hosting University students will be forwarded to the Hunter Institute by the end of the calendar year. Registration will be for one calendar year (or part thereof). Payment can be made via Credit Card or Eftpos only.

8. Publicity

Each library will provide appropriate information for publicity purposes.

9. Management Information
Block lists of debtors will be exchanged between the TAFE NSW - Hunter Institute and the University of Newcastle in March, May, August, October and December.

10. Charging for lost/damaged/non-returned items

Invoices will be issued to the home library for items deemed as 'bad debts' by 31 May 2017. The standard charge for a non-returned item is listed price (including GST) plus a $20.00 billing fee. The Hunter Institute standard charge for a non-returned item is listed price, plus GST.

11. Terms of this Agreement

This agreement covers students and staff of the University of Newcastle, and students and staff registered at Hunter Institute Campus libraries. It covers OTEN (External TAFE Students) whose registered home library is a Hunter Institute library, but does not cover TAFE students enrolled at other TAFE Institutes.

This agreement will run from 1 February, 2017 to 31 January 2018 and will be reviewed before that date. The agreement dates apply to staff who are in good standing with both institutions.

Signed for and on behalf of
THE UNIVERSITY OF NEWCASTLE

Date: 14.2.17

Signed for and on behalf of
TAFE NSW - Hunter Institute

Date: 7/2/17