LIBRARY SERVICE
STAFF CONDITIONS OF USE

LIBRARY CONDITIONS OF USE

1. TAFEcard is for the use of the named person only. Your current card should be produced when borrowing items or using specified library resources.

2. Your TAFEcard is valid only for the current year. Renewal of borrowing rights will only occur on confirmation of continuing TAFE NSW employment.

3. The cardholder accepts responsibility for all library items issued on the TAFEcard and agrees to return all items by the due date. If the items are not returned to the issuing Library by the due date, library privileges may be suspended.

4. All library notices will be sent via email to your TAFE email account. Please contact Library staff if you would like to receive notices by mail.

5. The cardholder agrees to meet all fines and/or replacement costs for overdue, lost or damaged items. Overdue material may incur a number of penalties including:
   - A fine of $10 per item
   - Replacement cost of the item if it is not returned or is damaged
   - Suspension of library privileges

6. You must notify your Library of the card’s loss or theft as soon as practicable. You are responsible for all transactions up until the notification of the card’s loss.

7. You must notify your Library as soon as there is any change to your address, telephone number or other personal details.

8. You must adhere to copyright regulations while using the printing and photocopying services. Please see Library staff for more details.

9. Eating and drinking are not allowed in the library.

10. Library use of the TAFEcard indicates acceptance of the above conditions.

TAFE NSW has a duty to provide a safe and healthy workplace for staff and students. To help us provide a safe environment, please follow safety and emergency instructions from Library staff. We value your feedback. Please ask Library staff about the TAFE Feedback/Complaints process.
1. Computer and internet access is available for work-related and limited personal use. Priority will always be given to work-related use.

2. To access computers in the Library, you must use your own username and password. You must keep your password confidential and change it regularly. Remember to logout when you are finished.

3. The internet is not to be used for any illegal or socially unacceptable purpose as outlined in the Online Communication Services - TAFE NSW, Code of Expected User Behaviour policy.

4. Library staff reserve the right to monitor internet use.

5. It is your responsibility to comply with the Commonwealth Copyright Act and any copying directives on the internet.

6. It is your responsibility to avoid plagiarism. Referencing guides are available on our website.

7. The misuse of internet services, collaboration and communication tools may result in disciplinary or legal action which includes, but is not limited to, the withdrawal of access to services.

8. The Library cannot take responsibility for accuracy or authority of internet material.