

Library Policy

Policy Title	Library Policy
Classification	Student Policy Library
Reference Code	SPL0014
Version	4
Approval By	Academic Board
Approval Date	16 August 2024
Effective Date	16 August 2024
Review Date	16 August 2027

Scope

This policy outlines the terms of membership for Nan Tien Institute (NTI) Library, and the borrowing rights of its users.

Policy Statement

Membership

2.1 Membership Categories

NTI offers free membership in the following categories:

Category	Description	Membership terms
Student	Individuals enrolled in study at NTI	Automatic for duration of study, then eligible for Alumni membership
Cross-Institutional Student	Individuals enrolled in an NTI subject through their studies at another university	Automatic for duration of one semester, then eligible for Community membership
NTI Staff	Individuals currently employed at NTI	Automatic for duration of employment, then eligible for Community membership
Teaching Staff	Permanent academic staff currently employed at NTI	Automatic for duration of employment, then eligible for Community membership

Sessional/Contract Staff	Individuals contracted to design or deliver teaching at NTI	Automatic for duration of employment, then eligible for Community membership
Community Member	The general public, i.e. individuals with no education or professional relationship to NTI	Apply via Membership Form
Alumni Member	Individuals who have graduated from their studies at NTI	Apply via Membership Form

This policy applies to all membership categories.

Staff and student cards serve as a library card, and guest members will be provided with a card upon completion of membership processing.

2.2 Privacy

In accordance with the NTI Privacy Policy, the Library collects data and personal information when it is directly related to and necessary for the delivery of library services. The Library takes all reasonable steps to protect personal information from loss, unauthorised access, use, modification or disclosure, and against all other misuse. See NTI's Privacy Policy for further details.

2.3 Responsibility of Members

All members are responsible for abiding by the borrowing conditions outlined in this policy. All members are responsible for the condition of items while on loan, and for checking emails for Library communications including overdue and recall notices.

All borrowed items will be returned to the Library when an individual's study or employment ceases, or when their membership is discontinued.

Systems and Procedures

3. Borrowing

3.1 Borrowing Conditions

Member type	Max loans	Loan period	Renewals	Inter-library loans	Postal loans	Database access	Conditions
Student	20	4 weeks	2	Research project students only	Yes (cover return postage)	✓	
Cross-Institutional Student	20	4 weeks	2	×	Yes (cover return postage)	✓	
NTI Staff	5	3 weeks	2	×	Yes (cover return postage)	✓	
Teaching Staff	30	12 weeks	4	✓	Yes (cover return postage)	✓	Can recall borrowed items
Sessional/Contracted Staff	20	6 weeks	2	✓	Yes (cover return postage)	✓	
Community Members	5	3 weeks	2	×	×	×	Course texts prioritised to students and staff
Alumni Members	5	3 weeks	2	×	Yes (cover return postage)	×	Course texts prioritised to students and staff

3.2 Postal Loans

Students and staff who live outside the area may request to have loans delivered by post (this excludes Large Items).

Postage is free, however members will cover any costs for return postage.

3.3 Inter-library Loans

NTI academic staff and Masters students producing a research project are able to request inter-library loans from other libraries around Australia, for items not held at NTI.

Borrowing conditions are set by the lending library. The Library will inform members of any conditions attached to the loan.

3.4 Reserves

Members are able to place a reserve on an item to ensure they are next in line to borrow. This applies to items that are available for loan, or items currently out on loan.

The item will be set aside for one week to await collection. After 7 days the reserve will expire, and the item will be returned to the shelf and available for loan to other members.

3.5 Renewals

See section 3.1 for renewals available to each membership category. Items can be renewed via a member's Library Account, or via phone, email or in person.

Items cannot be renewed if they have been reserved by another member.

3.6 Returns

Items may be returned to the Library during opening hours, or by post.

Items cannot be returned to Nan Tien Temple. Individuals who are unable to return items during opening hours or by post may contact the Library to make alternative arrangements.

4. Overdue Items and Fines

4.1 Overdue Items

Members will receive five emails notifying them of their loan status:

1. An advance notice of items soon due
2. A notice that items are now due
3. First notice that items are a week overdue
4. Second notice that items are over a week overdue
5. Third notice that items are four weeks overdue, and borrowing is now restricted until the overdue items are returned

Overdue items may be renewed to remove overdue status and reinstate borrowing rights if the maximum number of renewals has not been exceeded. The Library recognises circumstances where members may have difficulty returning items, particularly in circumstances where students travel to NTI for study or study online. Extended renewals may be permitted for extenuating circumstances at the Librarian's discretion.

4.2 Lost/Damaged Items

The Library charges fines for:

- Lost or very overdue items (items not returned within 6 months of due date)
- Damaged items

Items that fall into these categories will incur a fine of:

- Replacement fee equal to commercial value of item, plus
- \$10 processing fee

Fines apply to all Library members, regardless of member category.

Queries regarding fines should be directed to Library staff.

4.3 Invoice and Payment

Invoices are generated by Accounting and delivered by the Library. Members may pay fines via:

Method	Cash or credit card
Where	Student Services Desk (NTI campus Level 2)
Phone	(02) 4258 0740
Email	enquiry@nantien.edu.au

Members may wish to appeal a fine by providing reasons for extenuating circumstances. Appeals may be addressed to the Library via email.