



EXTERNAL BORROWER GUIDELINES

The Library is open for use by external borrowers on weekdays between 9am and 5pm during the academic semester, please contact the [College](#) for details of holiday opening hours. Please fill in a copy of the external borrower's registration form and return this to the librarian (or to the administration office). You will be issued with a borrowing card which can be collected on your next visit to the library.

YOU ARE ASKED TO OBSERVE THE FOLLOWING:

- The library has been divided in purpose into several study areas. The Reference Room is intended as a collaborative study area for RTC students and staff. The remainder of the library may be used by all library visitors for quiet study purposes.
- Material found in the Reference room - including reference books, theses and items on the reserve shelf, may not be borrowed. You are also asked not to remove any theses, magazine or journal from the Library, nor any book on the New Book display in the foyer.
- The library runs on an HONOUR system, meaning that you are trusted to follow the correct procedures for borrowing and returning materials. Books and audio/audio-visual material may be borrowed for up to 2 weeks, after recording the loan on the circulation computer. If an item is still required after 2 weeks, it may be renewed if not required by another borrower. The borrowing limit for external borrower is 6 items. Materials borrowed should be returned to the Returns unit located beneath the circulation computer. If an item is required by another borrower or is in heavy demand you may be asked to return the item sooner.
- Please return any items you have used in the library to the trolley in the Reference Room if you are not borrowing them.
- Borrowers are responsible for all items taken out in their names, and any loss or damage must be paid for. Items must not be marked in any way. Borrowers will be notified of overdue items which must be returned within two days. Those failing to return items in that period may be fined \$2.00 per item, with an additional \$0.50 per day thereafter. Please update the librarian of any changes to your contact details.
- Please ensure that the librarian has a copy of your current address and contact details
- If required: For those users joining the library after the librarian's office hours, please contact the Librarian to arrange a tour of the library.

If you need any help with anything, please don't hesitate to ask the librarian



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ABN:
21 087 541 884

RTC LIBRARY

EXTERNAL BORROWERS' REGISTRATION FORM

(Please print clearly)

Name:

Address:

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Phone (home):

Phone (mobile):

Email:

Membership Category

Please place a tick next to appropriate category

Student at Deakin University

Student at

Other – please state reason for joining

I have read the rules of the RTC Library and agree to abide by them

Signed:

Date: