Carl de Gruchy Library Borrowing Conditions

1. Loans
   1.1. Borrowing
   - All loans must be recorded by library staff on the circulation system. Borrowers must use their barcode to borrow materials, or provide appropriate personal identification.
   - The person whose barcode is used to borrow items is deemed to be the borrower, and is responsible for their return by the due date and payment of any fines incurred.
   - All loans records will be treated as confidential. The identity of the borrower of any library materials and the identity of materials borrowed by any library user will not be revealed to any person other than library staff or as required by law.
   - Material on loan to one borrower may not be transferred to another borrower until the original loan record has been discharged by library staff, and a new loan recorded.
   - Material on loan which is required by another borrower may be reserved by that borrower. Loans on materials that have been reserved may not be renewed.
   - In exceptional circumstances the Chief Librarian may recall material on loan if it is required urgently by another patron. The borrower is expected to cooperate by returning the material as soon as possible.
   - The initial loan period for books, pamphlets and audiovisual materials borrowed by staff shall not exceed four weeks. Restricted loan periods shall apply to certain designated books.
   - Books designated as ‘two week loan’ may only be borrowed for two weeks.
   - Library materials that are designated “Not for loan”, “Reference book” or “Special collection” may not be borrowed.

   1.2. Renewals
   - Renewals may be made in person at the Library, or by telephone or email to the loans desk.
   - Borrowers may renew items on loan, excluding ‘two week loan’ books, for up to two further four-week periods, provided that the material has not been reserved by another borrower and is not already overdue.
   - An overdue book may be renewed when the fine owed in respect of that book has been paid.

2. Overdues And Fines
   Loans will be recorded as overdue unless they are returned to the library through one of the book chutes on or before the designated date due.

   Items in a return chute before 8.45 am will be deemed to have been returned on the previous day.
So long as a borrower remains in possession of library material that is overdue a fine of $1 per item, per weekday, shall be payable to the library.

If an item is over four weeks overdue for return, an invoice will be sent to the borrower for the replacement cost of the item at retail price, plus $20 in administration fees per item.

Payment of the invoice will clear fines accumulated by the borrower on that item. A borrower who owes more than a total of $10 in fines may renew or not borrow further materials until fines are reduced to $5 or less.