

ASSOCIATE BORROWER INFORMATION

LIBRARY SERVICES OFFERED

Associate Borrowers are entitled to the following services **from the library where they have registered:**

- Access to resources including the library catalogue, consultation of the book, magazine and audio visual collections
- Use of reading areas
- General assistance from library staff
- Access to photocopying
- Loan of books (up to four items). Borrowing from certain parts of the collection or resources in high demand subject areas may be restricted in some libraries such as magazines and closed reserve

Associate Borrowers are not entitled to the following services from library:

- Interlibrary loans services
- Loans of audio visual material
- Reservation services
- Access to database subscriptions
- Use of student computers and the internet
- Use of group study and seminar rooms

REGISTRATION

The applicant needs to:

- Be in 'good standing' with all TAFE NSW libraries and have no items overdue or any fees owing
- Provide photo ID with your current address
- Complete the declaration form which includes conditions of use for associate membership (Acceptance of an application is at the discretion of the Library Manager)

CHARGES

Membership Fee

3 months \$44

6 months \$66

12 months \$110

Unused pro-rata portions of the membership fee are not refundable if membership is terminated early.

Security deposit of \$75 which is refundable and levied in addition to the registration fee.

The security deposit refund needs to be claimed no later than 12 months after the membership expiry date.

- The Associate Borrower will need to keep their receipt
- The Associate Borrower can make a refund claim, at the end of the membership period, if they do not want to extend the membership for another 3 to 12 months
- If the membership period is extended, the existing security deposit can be rolled over to cover the extended period, providing there are no outstanding costs
- If the Associate Borrower has not claimed a refund and does not extend the membership, an 'Associate Borrower Refund' form will be mailed to them
- Any outstanding cost, as listed below, will be deducted from the security deposit refund
- The applicant will need to fill in the method of payment details and return the completed form to the Library Manager

DAMAGED/LOST ITEMS

- Damaged or lost items must be either replaced with the same item in as-new condition or item replacement cost paid by the Associate Borrower
- If lost or damaged items are not paid for, then any costs will be deducted from the security deposit before any refund can occur

OVERDUES and FEES

- Overdue notices will be posted to the mailing address supplied. The Associate Borrower is responsible for notifying any address change and returning items on or before the due date
- An overdue fee of \$10 per item is payable once an item is long overdue. Any outstanding fees will be deducted from the security deposit prior to refund