

SG.13 LIBRARY LENDING POLICY

APPROVED BY	STRATEGIC LEADERSHIP TEAM	VERSION	2016-v1
REVIEW STAKEHOLDERS	▪ DEAN	Last reviewed	2016
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PURPOSE	The primary purpose of the Bethlehem Tertiary Institute library is to support the learning and research needs of current students and staff. The purpose of this policy is to prioritise lending criteria to promote fair access to library resources for all users.		

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2 POLICY

1. Library resources may be borrowed only by:
 - a. current BTI students and staff
 - b. current Bethlehem College staff, and senior students where there is a particular need
 - c. BTI Alumni
 - d. Members of Christian professional organisations where agreements with BTI have been arranged
(Applications from other individuals will be considered on a case-by-case basis)
2. The general public will be welcome to visit and use resources in the library, but may not borrow resources.
3. Priority in requests for resources and staff time will be given to users in category 1.a.
4. Journals and reference materials are generally not available for loan, except as overnight loans to BTI staff.
5. A reservations system operates for items other than short-term loans.
6. A regime of fines leading to exclusion from borrowing will operate (refer to table below).
7. At the end of each year the Finance Officer will be notified of outstanding amounts, which will be treated as outstanding debts. All debts must be repaid prior to a student's graduation or in the case of deferral/withdrawal, immediately after.
8. Lost or damaged books will be charged at replacement cost.