Northern Sydney Libraries - Conditions of Use of TAFEcard for library borrowing

1. The cardholder accepts responsibility for all library items issued on the TAFEcard and agrees to return all items directly to the issuing TAFE NSW library by the due date, which can be confirmed by enquiry.

2. Items must be returned directly to the issuing TAFE NSW library via the return chutes provided or in person to library staff. Items damaged during the loan period must be returned in person to library staff.

3. If items are not returned directly to the issuing TAFE NSW library by the due date, the cardholder agrees to meet all fines and/or replacement costs\(^1\) that may be incurred.

4. Library privileges across TAFE NSW Libraries will be suspended if an item is kept past the due date or items are returned damaged or incomplete.

5. You may not receive result notices or testamurs (e.g. certificate, diploma) until overdue items are returned/replaced and any outstanding fines are paid.

6. Where items are damaged during the loan period and cannot be recirculated\(^2\), items must be paid for\(^1\) or replaced by the cardholder. Minor damage pre loan is recorded by the librarian on the due date slip.

7. The TAFEcard is for the use of the person named on the card only.

8. The cardholder must notify their home library of the TAFEcard’s loss or theft as soon as practicable. Cardholders are responsible for all transactions up until the notification of the TAFEcard’s loss.

9. Students must update their student details online or notify Campus Administration promptly of any change of address, telephone number, or other personal details.

10. The library facilities of the TAFEcard are valid only for the period which is shown on the library’s records. Renewal of cards will only occur on continuing TAFE NSW enrolment or TAFE NSW employment.

11. Borrowing library items indicates acceptance of these conditions.

If these conditions are not acceptable, please do not borrow items from TAFE NSW Libraries.

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\(^1\) Costs will be the actual replacement costs determined at the time of payment, not necessarily the original cost displayed on the notice

\(^2\) In the opinion of the Library Manager

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