

Podcast 3: Borrowing Resources

This Podcast is all about borrowing resources from CDU Library.

Most of our books and audiovisual items, such as videos and DVDs, are available for loan. However our Reference books, our newspapers, and our hardcopy journals, which are also referred to as periodicals, are for library use only.

You need a CDU student or staff card to be able to borrow items. This card is issued by the Uni Info Shop.

Members of the community or students of other universities may apply for membership at the Loans Desk.

You must have your card with you when borrowing from any of the CDU campus libraries. You take your card and the items you wish to borrow to the Desk where the library staff are located. They will check them out to you and you will receive a receipt that will tell you when the items are due back.

Your responsibilities are to:

- ensure items are returned by the due date
- provide the library with any changes to contact details (through the “Current Students” and “My CDU” links from the CDU Homepage)
- activate your current student computer account so you can receive library notices

The due date of your item may change if a “Recall” has been placed on it. This means another borrower has requested the item and you need to return it earlier. If this occurs the library will send you an email notice. Please check you emails twice a week.

The number of items you can borrow depends on what you are studying. Undergraduates and those studying graduate diplomas can borrow ten items for four weeks. Postgraduates from honours up and CDU staff can borrow fifty items for eight weeks. Books that have been placed in our Short Term Loan Collection can be borrowed for either four hours or two days. Two Short Term Loan items can be borrowed at a time.

Fines were introduced to ensure fair access to Library materials. You are only fined if an item is returned after its due date. To avoid a fine you can renew a loan online (using “MY ACCOUNT” in the CDU Library catalogue) or bring it into the library to be renewed. An email notice is sent out to alert borrowers when items are overdue.

Also, fines do not have to be paid until a total of \$50 is reached and if a fine is under \$50 you can keep borrowing. However, once \$50 is reached, borrowing is blocked and a minimum of \$10 must be paid to reduce the fine to \$49 or less.

The fine amount for an item in the Main Collection is \$1 per day, for Short Term Loan items – four hour loan is \$1 per hour and two day loan is \$10 per day. Recalled items are also \$10 per day.

The CDU Library website has more information about borrowing and fines or you can also ask any library staff member if you need assistance or further information.