

Managing your loans

www.lib.monash.edu



MONASH University
Library

Monash students and staff can borrow from any branch of the Library with a Monash ID card and can access restricted resources with a user name and password.

The Library provides easy access to:

- renew or view your loans
- request items on loan or available at another branch
- request items not held at Monash University Library (for postgraduates, honours and staff).

Borrowing by non-Monash patrons is subject to loan conditions which may include a membership fee.

Tips on borrowing

- Renew your loans before the due date. Go to the catalogue or phone (03) 9905 5054.
- Check your email and sign up for SMS reminders (Monash patrons only). You receive a reminder 5 days before the due date.
- Use return chutes. They are accessible 24 hours a day on all campuses.
- Report a lost ID card to the Library immediately to prevent others from using it to borrow.
- To borrow from other university and TAFE libraries in Victoria, ask at the loans desk for a CAVAL card.

More information or help?

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|--------------------|---|
| In person | Ask at the loans desk |
| ask.monash | ask.monash.edu Check frequently asked questions |
| Telephone | (03) 9905 5054 or 1800 331194 (toll free outside Melbourne) |
| Online chat | www.lib.monash.edu/livehelp/ Check website for hours |
| Web | www.lib.monash.edu/services/loans |

Loans

| Who can borrow from the library? | Undergraduate students | Postgraduate students | Staff |
|-----------------------------------|---|-----------------------|------------------------------|
| How many items can I borrow? | Up to 20 items (Up to 40 items for honours) | Up to 40 items | Up to 40 items |
| For how long? | Up to 14 days* 28 days for off-campus students | Up to 28 days* | Up to 28 days* |
| Can I renew my loans? | Yes, up to 3 times for 14 days | Yes, up to 6 times | Yes, up to 6 times |
| Can I have items posted to me? | Yes, if you are an off-campus student | | No, only if not campus-based |
| Can I return items to any branch? | Yes | | |
| Can I borrow 'high-demand' items? | Yes, for shorter periods | | |
| What if I have an item overdue? | You won't be able to borrow or renew loans. Fines will apply. | | |
| * except for 'high demand' items | | | |

All non-Monash borrowers can borrow 8 items for 2 weeks with up to 3 renewals (excluding short loans, overnight loans and reserve items). For information about membership see: www.lib.monash.edu/services/visitors-registration.html

Fines

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|-----------------------------------|------------------------------|
| Standard loans | 50 cents per item per day |
| Short loans / overnight loans | \$5 per item per day |
| Loans from the reserve collection | 10 cents per item per minute |
| Lost or damaged items | \$125 per item |

Fines do not have to be paid until they reach \$25 (students and non-Monash borrowers) or \$50 (staff). Once that figure is reached fines must be paid in full. To pay fines using a credit card telephone (03) 9905 2082 (Monday to Friday 10 am – 4 pm). For more payment options check the Library website.

Students – if you do not pay your fine within a reasonable time, you may be 'encumbered'. This means you will not be able to use your IT accounts, re-enrol, get your results or graduate.