



MONASH University  
Library

# Managing your loans



Use your Monash ID card, or Library membership card, to borrow from any of the Australian branch libraries.

You can find Monash University Library resources using Search at [www.lib.monash.edu](http://www.lib.monash.edu)

To manage your loans always sign in then select 'My Loans' before you place a hold request or renew your loans.

## Borrowing entitlements

### Monash staff and students

- Undergraduates: 30 items for two weeks
- Postgraduates by coursework and Honours: 60 items for four weeks
- Higher Degree by Research (HDR) students and staff: unlimited loans for six weeks.

Further details are at:

[lib.monash.edu/services/loans/monash-table.html](http://lib.monash.edu/services/loans/monash-table.html)

### Non-Monash users

All non-Monash users can borrow 15 items (excluding short loans, overnight loans and reserve items) for two weeks.

Further details are at [lib.monash.edu/services/visitors-registration.html](http://lib.monash.edu/services/visitors-registration.html)

## Renewing your loans

All users may renew their items up to six times except for high demand items.

- Sign in then select 'My Loans'.
- Select the 'Loans' hyperlink to view all your current loans.
- Renew all items available for renewal by selecting 'Renew All' or renew individual titles by checking the 'Renew' link against each item.
- You may also renew loans in person at any library branch or by phoning 03 9905 5054.

## Overdue items

If you have an item that is overdue, you won't be able to borrow or renew loans. Fines will apply.

## Returning items

Items can be returned to any branch. Return chutes are accessible 24 hours at all campuses.

**Tip:** *Overnight and reserve loans must be returned to the branch from which they were borrowed.*

## Placing a hold

To request an item on loan or available at another branch, place a hold. Find the item in Search, select the 'Request' tab and follow the instructions on the screen to have the item sent to your chosen pick up location.

Select 'Off-campus service' as your pick up location if you are eligible for postal loans.

**Tip:** *If the item is on the shelf at the intended pick up location, you need to retrieve it yourself. Holds placed on those items will be cancelled.*

You will receive an email notification when your requested item is ready for collection. You have seven days to pick up the hold from the library after which it will be returned to the shelves.

To cancel a hold before it becomes available, select 'My Loans' then select the 'Requests' hyperlink to view a list of your hold requests. Select the 'Cancel' link as appropriate.

## Fines

- 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: \$150 per item

Fines do not have to be paid until they reach \$25 (all students and non-Monash users) or \$50 (staff). Once that figure is reached fines must be paid in full.

To pay fines using a credit card, phone 03 9902 6011 (Monday to Friday, 10am – 4pm). For more payment options check the Library website at [www.lib.monash.edu.au/services/payments.html](http://www.lib.monash.edu.au/services/payments.html)

Students who do not pay fines within a reasonable time may be encumbered. This means you will not be able to use your IT accounts, re-enrol, access your results or graduate.



## More information

### In person

At a service point at any branch

### [ask.monash](#)

[ask.monash.edu](#) (check frequently asked questions)

### Phone

03 9905 5054

### Website

[www.lib.monash.edu/services/loans](#)



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