

# VCE Borrower Registration Form

Applicant's name: \_\_\_\_\_ D.O.B : \_\_\_ / \_\_\_ / \_\_\_

Postal address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

School: \_\_\_\_\_ Status: (please tick):  Staff  Student

## Declaration & permission:

**Applicant:** I wish to register as an VCE Borrower. I have read the rules and regulations and I accept that in event of failure to abide by them I will be responsible for payment of any charges incurred.

Signature \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

### Students (if under 18)

**Parent/Guardian:** I give my approval of this VCE borrower application. I have read the rules and regulations and I accept that in event of failure to abide by them I will be responsible for payment of any charges incurred.

Name \_\_\_\_\_

Postal address \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

**School Representative:** I certify that this student is enrolled in at least one Unit 3/4 subject.

Name \_\_\_\_\_

**Official School Stamp**

Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

### VCE Teacher

**Principal/VCE Co-ordinator:** I certify that this staff member teaches at least one Unit 3/4 subject.

Name \_\_\_\_\_

**Official School Stamp**

Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

For further information about VCE Library Membership, please contact FedUni Library on:

**1300 552 567**

### TO BE COMPLETED BY DESK STAFF

**Barcode:** \_\_\_\_\_ (Record here **and** in patron record)

**Start date:** \_\_\_ / \_\_\_ / 20\_\_ (Record here but **don't** update in patron record) **Card No.** \_\_\_\_\_

**End date:** 30 / 11/ 20\_\_ Registered by: \_\_\_\_\_

**OFFICE USE ONLY:** Allocated ID No.: vce1\_\_\_\_ Signature \_\_\_\_\_

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## RULES AND REGULATIONS

*Please retain a copy for your own information*

### Borrowing allowances

- **Students** enrolled in Unit 3 and 4 subjects may borrow 10 items in total. The loan period is 14 days and items may be renewed 3 times.
- **Teachers** may borrow 20 items in total. The loan period is 28 days and items may be renewed 3 times.
- **The membership period is until 30<sup>th</sup> November of the current year of enrolment.**

### Borrowing restrictions and penalties

- Items must be borrowed in person with presentation of current VCE borrower card.
- Periodicals, Reference, Realia, Teacher Reference, Textbooks and Multimedia Equipment items are not available for loan. Off-air video and off-air audio recordings cannot be borrowed due to copyright regulations. Age restrictions apply to some Multimedia Collection items; proof of age required.
- Overdue items attract 1 demerit point per item per day. Borrowing rights are suspended for 2 weeks when 40 points are accrued; further penalties apply if 40 points are exceeded.
- Patrons are unable to borrow if they have lost items.
- Membership does not include access to the Internet or other electronic resources including e-books and databases. These services are restricted to enrolled students and staff of the University.

### Responsibility and liability

- Borrowers will be billed for lost or damaged items.
- Please note that FedUni Libraries welcome visits by appointment of student groups to the campus libraries during school hours, provided there is an adequate level of supervision and appropriate standards of behaviour are maintained.

### Your personal details and privacy

- You must notify a FedUni Library of any changes to personal details, including address or contact telephone number.
- Federation University is committed to your privacy. You may access information held upon request at any Federation University Campus Library. The University's Information Privacy Policy may be viewed at: [http://policy.federation.edu.au/university/general/information\\_privacy/](http://policy.federation.edu.au/university/general/information_privacy/)