

# VCE Borrower Guide to the Federation University Library

The VCE borrowing program is designed to allow VCE students currently enrolled in VCE Units 3 and 4 and their teachers access to the lending collections of Federation University campus libraries.

## How do I apply?

You will need to complete and sign the [registration form](#). If you are a student you will need to get the form signed by a **designated representative** at the school, and **if under the age of 18, a parent/guardian**. VCE teachers will need to get their *form signed* by a **VCE Co-ordinator or Principal** to certify that you teach at least one VCE Unit 3 or 4 subject. An **official school stamp** must be stamped on the registration form. You can then join in person at any Federation University Library. You will be issued with a card which you will use to borrow.

## What can I borrow?

Students may borrow 10 items for 14 days with 3 renewals. Teachers may borrow 20 items for 28 days with 3 renewals. You must present your current VCE Borrower card to borrow or enquire about your record, and you are unable borrow on someone else's card.

You can borrow from any Federation University campus Library – if something you need belongs at another campus; you can place a request for it to be brought to the campus library nearest to you.

## What resources do Federation University Libraries have?

Types of resources include:

- Books
- Journals and newspapers
- DVDs and CDs

Please note that some items are restricted for use only in the library

## How do I find out what's in Federation University Libraries?

You can **search the catalogue** online via [www.federation.edu.au/library](http://www.federation.edu.au/library) or in person at the designated terminals in the Federation University campus Libraries.

## What penalties apply for overdue items?

There is a demerit points system for late returns – one point per item per day. Once you reach 40 demerit points you will be **blocked from borrowing for 2-4 weeks** starting from the day you return the overdue items. All courtesy reminders and overdue notices are sent via email so you need to make sure the library has your current email address.

Borrowers will be billed for lost or damaged items.

## Can I use the Library computers?

VCE borrowers do not have access to computer facilities, online databases or E-books.

### **What if I need assistance using the Library?**

Library staff are happy to help you find information needed for your assessment tasks and general study. Visit your local Federation University campus Library, or refer to the contact information below.

### **When is the Library open?**

The Library opening hours vary across the campuses, so please check the opening hours at [www.federation.edu.au/library](http://www.federation.edu.au/library) .

### **For further information contact us:**

1300 552 267