

Infolink VCE Borrower



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 Infolink (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 Infolink (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 _____

Position _____

Signature _____ Date ____ / ____ / ____

Official School Stamp

VCE Teacher

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

Name _____

Position _____

Signature _____ Date ____ / ____ / ____

Official School Stamp

For further information about Infolink (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 _____

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 30th November of the current year of enrolment.**

Borrowing restrictions and penalties

- Items must be borrowed in person with presentation of current Infolink (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 at Horsham and Ballarat campuses 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/