

ACAP LIBRARY LOANS RULES

PATRON TYPE	LOAN PERIOD	NO. OF ITEMS	HOLDS	RENEWALS~	UNILINC ILL*	NON-UNILINC ILL	FINES
ACAP Undergraduates	2 weeks	12	4	12 weeks	1 book	No	1 – 14 days: \$1 per day 15 days: bill for replacement issued \$120 + outstanding fines **
ACAP Postgraduate	2 weeks	12	4	12 weeks	4 books	Yes	
ACAP Masters/Honours	4 weeks	12	12	24 weeks	4 books	Yes	
ACAP Online This patron type applies to students studying by Blended Delivery or entirely by Online)	3 weeks	12	8	18 weeks	Electronic document delivery only	Electronic document delivery only	
ACAP Online Masters/Honours (This patron type applies to students studying by Blended Delivery or entirely by Online)	4 weeks	12	12	24 weeks	Electronic document delivery only ^^	Electronic document delivery only ^^	
ACAP Alumni	2 weeks	1	0	No			
Staff	4 weeks	12	4	24 weeks			No fines apply

~ Multiple renewals can be made up to 6 times the original loan period except when on hold

^^ Unless patron can collect and return book to library site

*ILL loans are in addition to regular loans, e.g. Masters students can borrow a total of 16 items, made up of 12 library items + 4 ILLs

**Fines policy: a block is put on borrowing rights (including renewals) when fines reach \$50. To reinstate borrowing a minimum of \$20 must be paid and fines must be reduced below \$50. Claims and appeals against the imposition of library fines can be made by filling in a 'Request for Fines Exemption' form.

Special Reserve items (SR) - \$5.00 at 15 mins after due time then \$5.00 per hour thereafter until max. \$20.00.