## ACAP LIBRARY LOANS RULES

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

~ 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

*I LL 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.