

Library Access and Borrowing Guidelines

Issued by: UTS Library

Dated: 21 November 2019

Last amended: 6 December 2023

1. These guidelines should be read in conjunction with the UTS Student Rules, Section 18.
2. Membership and Access
 - 2.1. Current UTS Staff and Students and UTS College are automatically members of the UTS Library.
 - 2.2. Alumni and Community are able to register under the following membership types as described in Schedule 1:
 - 2.2.1. Alumni
 - 2.2.2. ULANZ
3. Borrowing Conditions
 - 3.1. The following members are entitled to the borrowing conditions at the UTS Library as described in Schedule 2:
 - 3.1.1. Current UTS Staff and Students
 - 3.1.2. Current UTS College Staff and Students (except identified UTS College Language Students)
 - 3.1.3. Community membership types (as described in Schedule 1).
4. Loan Options
 - 4.1. In order to place a request on an item in the UTS Collection, you must first request the item via the Library Catalogue. The following conditions apply:
 - a) UTS and UTS College Staff and Students may request books from the UTS Library Collection
 - b) Requests can only be placed if the item is currently out on loan and there may be a limit on how many requests you can place at one time. If you do not meet certain conditions, the request will not be processed
 - c) If the item is on loan, and no other copy is available, we will recall the item from the current user (this includes items requested from another Library).
 - 4.2. To access an item not in the Library collection you will have to sign in to view your requesting and/or purchasing options:
 - 4.2.1. An item for purchase for the UTS Collection
 - 4.2.2. Book chapter/s (from books not held in our Collection)
 - 4.2.3. Journal articles not available or accessible via the UTS Collection
 - 4.2.4. Other items that are unavailable for purchase, are rare, or out of print.
 - 4.3. The Reserve Collection on Level 7 consists of high demand materials. Reserve items are available for a 24 hour loan period, except for Laptop and Laptop chargers which are available for a 3 day loan period. You need to ensure that you return Reserve items by the due date and time to avoid being billed for the replacement cost of the material.

5. Returns and Recalls

- 5.1. Return Chutes are available on Level 4 (located near the centre of the level), Level 5 (located near entrance to Reading Room) and Level 7 (located outside entrance to UTS Library) of UTS Central. Place borrowed items in the returns chute by the due date to avoid replacement costs.
- 5.2. In order to share access to our resources, the Library reserves the right to recall items if they are needed by other clients. This may result in the due date being reduced. An item is recalled when there are no other copies available. The following conditions apply:
 - 5.2.1. All users are guaranteed a minimum 2-week loan period for UTS collection items
 - 5.2.2. Items that have been recalled or have a request placed on them are unable to be renewed
 - 5.2.3. Replacement costs for the item will apply if recalled items are not returned by the new due date.

6. Replacement Costs

- 6.1. Late return of items will result in replacement costs as described in Schedule 3
- 6.2. Loss of items will result in replacement costs as described in Schedule 3. The following conditions apply:
 - 6.2.1. If you choose to replace items, they must be the same or a later edition.
 - 6.2.2. If you return items twelve months or later, you will be required to pay the full replacement cost for the item, regardless of whether you are returning the item. No partial payments are accepted.
 - 6.2.3. No refunds will be given for replacement costs paid on items.
- 6.3. You may apply to appeal replacement costs or fines on the following grounds:
 - 6.3.1. Illness or other extenuating circumstances. You may need supporting documentation such as a medical certificate etc., and you should use the Contact Us form.
 - 6.3.2. If you are unable to afford the fine. Please make an appointment with the Student Services Unit to see UTS Counselling Services or a Financial Assistance Officer
 - 6.3.3. If you believe you have been fined or charged in error, you should use the Contact Us form. If you have returned the Library material on time, you should contact the Library.

Notes

Date adopted: 21 November 2019

Date commenced: 21 November 2019

Administrator: Manager, Client Services and Access (UTS Library)

Review date: 21 November 2024

Related documents:

- UTS Student Rules

Amendment History

Section/clause	Changes	Date approved
2.2.c	Removal of UTS Retired Staff	26/10/2020
6.3.c	Removal of Claims Returned Form	16/11/2020
2.2.c	Removal of all information in this clause.	16/11/2020
All sections.	Insearch changed to UTS College	19/11/2021
2.3	Removal of all information in this clause.	19/11/2021
2.4	Removal of all information in this clause.	19/11/2021
6.3.a; 6.3.c	Fines Appeal Form changed to Contact Us form.	19/11/2021
3.1.2	Added identified to UTS College Language students	
5.1	Added return chute on level 4	
Schedule 1	Updated Alumni Membership information and hyperlinks to new membership page.	
Schedule 2	Added 3 days for laptop loan	
Schedule 4	Updated from LRS to Interlibrary loans	
	Changes made to content to align with Library webpage information	19/12/2023



Schedule 1

UTS Library Membership Types

Type	Registration	Length	Cost	Electronic Collection Access	Physical Collection Access	WiFi Access	Computer Access
Alumni	UTS alumni memberships are automatically activated. To login see Alumni Access .	3 years	0	Off campus access to selected databases / electronic resources	No	No	No
ULANZ Students & staff	Register for membership online . A membership card needs to be created for you prior to you accessing the Library. Proof of enrolment is required.	Up to 1 year (expires 28 February)	\$50 Student \$5 Staff	No	Yes. Please refer to Schedule 2	No	No

Schedule 2

UTS Library Borrowing Conditions

Loan Type		UTS Undergraduate and UTS College Students	UTS Post Graduate Coursework students	UTS & UTS College Staff and Post Graduate Research Students	ULANZ Students & staff
General Collection (Including Audio Visual)	Amount	50	100	Unlimited	5
	Loan Period	12 Weeks	12 Weeks	26 Weeks	2 Weeks
	Renewals	Unlimited*	Unlimited*	Unlimited*	3*
	Requests	50	100	Unlimited	0***
Journals & Thesis - Library Retrieval System (LRS).	Amount	50 (Included in General Collection Limit)	100 (Included in General Collection Limit)	Unlimited	5 (Included in General Collection Limit)
	Loan Period	Day Loan	Day Loan	7 Day Loan	Day Loan (For use in the Library only).
	Renewals	None	None	None	None
	Requests	50	100	Unlimited	3***
Reserve Items – including Laptop Loans**	Amount	2 (Included in General Collection Limit)	2 (Included in General Collection Limit)	2 (Included in General Collection Limit)	None
	Loan Period	24 Hours 3 Days (Laptop)	24 Hours 3 Days (Laptop)	24 Hours 3 Days (Laptop)	None
	Renewals	None	None	None	None
	Requests	None	None	None	None

Digital Literacy Kits**	Amount	50 (Included in General Collection Limit)	100 (Included in General Collection Limit)	Unlimited (Included in General Collection Limit)	0
	Loan Period	7 Days	7 Days	7 Days	None
	Renewals	Unlimited*	Unlimited*	Unlimited*	None
	Requests	None	None	None	None
Rare and Special Collections**	Amount	50 (Included in General Collection Limit)	100 (Included in General Collection Limit)	Unlimited (Included in General Collection Limit)	5 (Included in General Collection Limit)
	Loan Period	4 Hours (For use in the Library only).	4 Hours (For use in the Library only).	4 Hours (For use in the Library only).	4 Hours (For use in the Library only).
	Renewals	None	None	None	None
	Requests	None	None	None	None
Library Lockers**	Amount	1	1	1	0
	Loan Period	Day Loan Only	Day Loan Only	Day Loan Only	None
	Renewals	None	None	None	None

* No renewals allowed if an item has been recalled or placed on hold. [Replacement costs](#) apply. Also see [Returns](#).

** No requests on these items available

*** LRS Requests only

Schedule 3

UTS Library Replacement Costs

Collection	Cost	Additional Information
General Collection Items including but not limited to Books, DVD/Videos, Kits, Games	\$100	Replacement cost is the minimum fee. For expensive items, the price may be adjusted upwards.
Equipment including phone chargers and adaptors	\$30	
Laptop	\$1600	
Journal from the Library Retrieval System	\$250	
Materials borrowed from other Libraries (InterLibrary Loans)	Cost is determined by the lending library	

* \$100.00 or more in replacement costs or fines (old) suspends borrowing and prevents UTS students from accessing exam results, re-enrolment and graduation.