

AGREEMENT ON LIBRARY RECIPROCAL BORROWING RIGHTS 2005 - 2007

Murdoch University
and
Central TAFE
Central West TAFE
Challenger TAFE
CY O'Connor TAFE
Great Southern TAFE
Kimberley TAFE
Pilbara TAFE
South West TAFE
Swan TAFE
West Coast TAFE

Introduction

The aim of the Reciprocal Borrowing Agreement is to provide staff and student access to library materials through reciprocal borrowing rights. This Agreement does not diminish the responsibility of each institution to build library collections, which support the needs of its academic staff and students.

Definitions

Home Library

The Library service of the institution where a student is enrolled or a staff member employed.

Host Library

The Library service providing reciprocal privileges under this agreement

Staff

Any full or part time employee of an institution, including contract employees

Student

Any full or part time student of an institution including fee for service or full fee paying students

Eligibility

All current staff and students of Murdoch University Library may use the reciprocal borrowing service.

Current staff of TAFEWA and students undertaking courses defined under the Australian Qualifications Framework but excluding students undertaking VET in Schools or Community Education programs.

Conditions

1. Reciprocal borrowers will be bound by the rules, regulations and penalties of the host library and will be responsible for familiarising themselves with the rules and procedures of the host institution.
2. Reciprocal borrowers are responsible for returning borrowed materials to the library of the lending institution.
3. Reciprocal borrowers must notify changes of address immediately to all libraries from which they borrow.
4. A reciprocal borrower must have a current borrower's card, issued by the home library, in order to borrow from a host library.
5. Fines and charges incurred at the host library are the responsibility of the reciprocal borrower. Failure to honour responsibilities may result in the reciprocal borrower being suspended from both the home and host libraries.
6. The home institution to which reciprocal borrowers belong will accept responsibility for assisting in the recovery of library material which is not returned on time and will undertake to pay for the cost of replacing items which cannot be recovered. Notification of outstanding items will be made within one month of the expiry of the borrower account.
7. Conditions for reciprocal borrowers at the participating institutions are determined by the individual institutions. Conditions are reviewed annually by each Library and are published in a pamphlet available at the home institution.
8. Staff or students wishing to enrol at another library should apply direct to the library or libraries from which they wish to borrow. TAFEWA staff and students will be required to present a Reciprocal Borrowing Card completed by their Home Library. MURDOCH students/staff are required to present their photo ID card and proof of current enrolment.
9. Reciprocal borrower registration expires on the third Friday in December of each year.
10. Borrower details including
 - Name
 - Address
 - Telephone number/s
 - e-mail address
 - Course details
 - Enrolment status
 - Outstanding Library charges
 - Borrowing history may be exchanged between host and home Libraries to assist in the recovery of non-returned items.
11. Each library will report relevant statistics on an annual basis.












Commencement of Agreement and Review

This Agreement will start on the date that it is signed by all parties for an initial term of three years, after which it will be reviewed by all parties and may be extended for a further term of three years. The agreement may be varied in writing at any time by agreement signed on behalf of all parties.

Should an institution wish to withdraw from the Agreement, written notice must be provided to each of the other institutions no less than two months before the end of the current calendar year.

We the undersigned agree to the terms and conditions contained in the Agreement.

Managing Directors and other representatives - Effective 24 May 2005

MD, Central TAFE 
MD, Central West TAFE 
MD, Challenger TAFE 
MD, CY O'Connor TAFE 
MD, Great Southern TAFE 
MD, Kimberley TAFE 
MD, Pilbara TAFE 
MD, South West 
MD, Swan TAFE 
MD, West Coast TAFE 
On behalf of Murdoch University:  Director, University Library Services