

## 1. Purpose of the Policy

This policy sets out the expectations and responsibilities of students participating in the Lending Library Trial. The aim is to ensure fair access to materials, protect shared resources, and support the smooth running of the trial for the benefit of all students.

Participation in the trial indicates agreement to comply with this policy.

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## 2. Eligibility

- The Lending Library Trial is open to currently enrolled students.
  - Students must present a valid student ID when borrowing library materials.
  - Participation may be limited or withdrawn if this policy is not followed.
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## 3. Loan Conditions

### 3.1 Loan Periods

Loan periods are short-term to ensure equitable access:

- Up to 1 week

Loan durations are confirmed at the point of issue and must be adhered to.

### 3.2 Borrowing Limits

- Students may borrow a maximum of 3 items at any one time.
- Items must be returned before further borrowing is permitted.

### 3.3 Due Dates and Returns

- All items must be returned by the agreed due date
  - To the original campus during opening hours.
  - Students are responsible for ensuring timely return, regardless of personal circumstances.
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## 4. Care and Use of Library Materials

Library materials are shared academic resources and must be treated with care.

Students must:

- Keep items clean, dry, and secure at all times
- Avoid writing, highlighting, underlining, or marking pages
- Not remove, damage, or alter any part of a book
- Protect items from loss, theft, or environmental damage

Students must not:

- Lend borrowed items to others
- Leave items unattended in public places
- Attempt to repair damaged items themselves

All items should be returned in the same condition as when borrowed.

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## 5. Lost or Damaged Items

- Any loss or damage must be reported to library staff immediately.
- Where damage or loss occurs due to negligence or misuse, the student may be required to cover repair or replacement costs.
- Repeated incidents may result in borrowing restrictions or further action.

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## 6. Overdue Items

To support fairness and access for all students:

- Items not returned by the due date will be recorded as overdue.
- A reminder will be issued, followed by a short grace period.
- Failure to return items after reminders may result in temporary suspension of borrowing privileges during the trial.

## 7. Breach of Policy and Library Bans

Failure to adhere to this policy may result in one or more of the following actions:

- Temporary restriction or suspension from borrowing items
- Requirement to return all outstanding items immediately
- Referral to relevant student conduct or academic support procedures

Serious or repeated breaches (including non-return, damage, or misuse of materials) may result in a library borrowing ban for the remainder of the trial.

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## 8. Trial Nature of the Service

- This Lending Library operates on a trial basis and may be amended or withdrawn at any time.
  - Continued access is dependent on responsible student participation.
  - Student behaviour and compliance will inform decisions about future lending services.
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## 9. Acceptance of Terms

By borrowing materials from the Lending Library Trial, students confirm that they:

- Understand this policy
- Agree to comply with all loan conditions
- Accept responsibility for items borrowed

Failure to comply may affect both individual access and the future of the lending service for all students.