

Reciprocal Borrower Registration

Students or staff of Australian Universities and SQIT are eligible for reciprocal borrowing privileges. Those studying units through Open Universities Australia are not eligible for Reciprocal Borrower membership.

Patron Details

Surname: Dr/Mr/Miss/Mrs/Ms _____

Other Names: _____

Home Address: _____

_____ Post Code: _____ Telephone: _____

Term Address: _____

_____ Post Code: _____ Telephone: _____

Email Address: _____

Tertiary Institution: _____ Student Number: _____

Name of Course: _____

NB Proof of address and current enrolment or employment must be provided at time of registration. Membership is valid for the current academic year only. SQIT staff and students contact your TAFE library who will notify USQ Library, by email, of your eligibility to join.

Borrowing Regulations

1. There is no fee for Reciprocal Borrowers. Borrowing rights are not transferable.
2. In order to borrow from the USQ Library, students from other universities must be active in their Academic Program and currently enrolled in that semester's courses.
3. Upon registration, the borrower agrees to abide by the loan conditions applicable to his/her membership category. This includes restricted access to certain library collections as outlined in Borrowing Information.
4. USQ students and staff have a prior claim on all Library materials at all times.
5. All loaned material is subject to recall. If material is recalled, due dates may be altered. The Library will attempt to notify patrons of new due dates via email. Fines will apply from the new due date.
6. The onus for the return of Library resources, in good order and condition, by the due date and in the correct manner rests with the borrower. The Library endeavours to send overdue and reminder notices via email, but has no obligation to do so.
7. The borrower is required to pay any Library charges imposed under the loan conditions of the Library. The Library endeavours to notify borrowers of Library charges, but has no obligation to do so. Failure to pay Library charges will result in:
 - Suspension of borrowing privileges
 - Activation of USQ debt collection procedures.
8. Failure to return material or to pay outstanding charges will result in the home institution being notified of loan transaction details and asked to assist in recouping property or monies owed. If materials or monies remain outstanding, this may result in the home institution being asked to pay costs on your behalf, which they may then pass on to you.
9. Infringement of any Library regulations may result in borrowing rights being withdrawn.
10. In borrowing resources you give implied consent to receive various associated email notices (including overdue, recall, reminder, request and Library charges notices).
11. The Director (Library Services) or nominee has the right to vary borrowing regulations or loan conditions without prior notice.
12. Borrowers should monitor their loans transactions and emails regularly in case items have been requested and/or due dates have been altered.

Declaration

I certify that I have read the above borrowing regulations and agree to abide by them.

Signature: _____ Date: _____

USQ collects personal information for the purposes of providing access to Library services. Please refer to the University's Privacy Plan (<http://www.usq.edu.au/privacy>) for more detail.

Office Use Only

ID: _____ PATRON BARCODE: _____