



LIBRARY FINES AND PENALTIES POLICY

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Responsible officer	National Director of Library Services		
Contact	library@morling.edu.au		
Approved by	Chief Community Life Officer		
Responsible body	Leadership Team		
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1. PURPOSE

This policy is to encourage all Library members to be considerate of others, to care for resources that have been curated and supplied for the benefit of our members and to ensure fair and timely access to resources for all.

2. SCOPE

This policy applies to all Morling College Library members, except staff members of Morling College.

3. POLICY STATEMENT

Morling College Library endeavours to provide all members with fair access to resources. When a resource is damaged or is being held past its due date, it limits access for other members.

4. PRINCIPLES

- 4.1 Physical library resources are required to be returned by the due date without damage or markings. Resources may be renewed up to 4 times by the borrower unless the item has been reserved, recalled or is now overdue.
- 4.2 Consideration may be given to renewing an overdue item if the borrower contacts the library staff in person, by phone (02) 9878 0201 or by email (libraryhelpdesk@morling.edu.au).

- 4.3 Overdue notices will be sent to library members by email. It is the library member's responsibility to ensure they update the library with any changes to contact details.
- 4.4 If the item/s have still not been returned after 4 weeks:
- 4.4.1 a final attempt at contacting the borrower will be made, informing them of what will happen next.
 - 4.4.2 Morling will invoice the borrower a replacement fee of \$100 + an administration fee of \$20 (non-refundable) per item.
 - 4.4.3 If the item/s are subsequently returned without damage or markings the \$100 replacement fee will be waived and the borrower will only have to pay the administration fee.
- 4.5 An application may be made to the National Director of Library Services requesting that the penalties be waived for compassionate reasons such as illness and family tragedy. The decision is at the discretion of the National Director of Library Services and evidence may be requested.
- 4.6 If a borrower loses or damages an item and informs library staff before it becomes overdue, they will be invoiced the replacement cost of the book plus an administration fee of \$20 (non-refundable).
- 4.7 No further books can be borrowed whilst items are overdue and while there are outstanding Library fines, Library borrowing privileges will be revoked.

5. RELATED DOCUMENTS AND LEGISLATION

Nil

6. REFERENCES

Nil

7. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
3.01	National Director of Library Services	16 June 2023	16 June 2023	Changed job title "Library Manager" to "National Director of Library Services"
3.00	CCLO	9 December 2021	1 January 2022	Overdue fines removed; replacement costs and process revised.
2.00	General Manager	September 2015	September 2015	Fines and penalties revised
1.00	Manager			Original policies

Download this policy anew with each use, as it may have changed.