



LIBRARY FINES AND PENALTIES POLICY

Responsible officer	Library Manager, Gabrielle Fury
Contact	GabrielleF@Morling.edu.au Ext. 601
Approved by	Leadership Team
Responsible body	
Approval date	09 December 2021
Effective date	01 January 2022
Review date	01 January 2025
Superseded documents	
Compliance reference	
Related documents	List any documents referred to in policy
Policy classification	General

1. PURPOSE

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.

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. CLIENTELE SERVED / SCOPE

This policy applies to all Morling College Library members, whether at Perth or Sydney campus, except staff members of Morling College.

3. POLICY STATEMENT

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.

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).

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.

If the item/s have still not been returned after 4 weeks:

1. a final attempt at contacting the borrower will be made, informing them of what will happen next.
2. Morling will invoice the borrower a replacement fee of \$100 + an administration fee of \$20 (non-refundable) per item.
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.

An application may be made to the library manager requesting that the penalties be waived for compassionate reasons such as illness and family tragedy. The decision is at the discretion of the library manager and evidence may be requested.

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).

No further books can be borrowed whilst items are overdue and while there are outstanding Library fines, Library borrowing privileges will be revoked.

4. **VERSION HISTORY**

Version	Approved by	Approval Date	Effective Date	Changes made