



AWS

AUSTRALIAN WORKPLACE
SKILLS INSTITUTE

AWS Institute Pty Ltd

T/A Australian Workplace Skills Institute

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Library Borrowing Policy & Procedure

Intent: To provide maximum availability of library resources for patrons in the most efficient manner.

Scope: This policy applies to all Australian Workplace Skills Institute students and staff.

All students are encouraged to regularly borrow books from the Library. The library is open from 9:30 am to 5:30 pm from Monday to Friday.

- Students must have a valid ID card
- Books borrowed can be kept for 1 week before they must be returned or renewed
- Books that are held by a student for more than a week without being renewed are recorded as overdue. Students who have an overdue book will be unable to borrow further items from the Library until that book is returned.
- If the book is lost, the College will then issue a bill with the cost of replacement of the book. Student borrowing privileges will be reinstated once the bill is paid.
- If a student returns a Book that is damaged and unable to be repaired a bill for the cost of replacement of the item will be issued.
- AWS students and staff can keep up to 2 library resources at any given time

Procedure:

1. Any student or member of staff interested in borrowing a resource from the library can ask any Student Services Officer present at the front desk at the campus for it.
2. Student Services Officer checks the availability of the resource
3. Student Services Officer retrieves the resources from the library and updates the borrowing spreadsheet
4. Student or a member of staff signs the borrowing spreadsheet confirming they have borrowed a book or another resource.
5. Student Services Officer checks the borrowing spreadsheet on Mondays and Thursdays to check if they are any resources overdue. If yes, then the SSO contacts members of staff/students and requests a return
6. If a student or a member of staff returns damaged resources or reports a resource missing, Student Services Officer informs the Academic Manager who instructs Accounts to issue a bill.