

Welcome to the University of the Sunshine Coast Library. We are pleased to be able to offer borrowing privileges to year 10, 11 and 12 students attending secondary schools in the Moreton Bay to Fraser Coast region. Please familiarise yourself with the conditions outlined below as failure to do so may result in penalties.

The Library collection has been developed to support the teaching and research needs of the staff and students of the University of the Sunshine Coast so you may find that we do not hold some of the resources that you need. Your school library or public library is the best source of information in these instances.

Please note: Registrations will be processed on an individual basis. Students who wish to borrow when they visit the Library as part of a school group will need to register prior to the visit.

Borrowing Conditions

Searching	Use a Library Catalogue PC on campus to search the catalogue & databases. No internet or external database access is available.
Max. Loans	A maximum of 10 items can be loaned at once excluding '3 day loans', '1 day loans', Reserve, Reference, Non-circulating items or AV equipment. Ensure you take note of due dates to prevent items going overdue. A due date slip is provided when using the self-checkout machine.
Loan Period	Items are loaned for 14 days and can be renewed (maximum 28 day loan) if they are not overdue and if a request has not been placed on them. If renewing on the due date you must do so before the library closes to prevent the items going overdue.
Returns	Items may be returned at any campus library using either the library internal returns chute or the external returns chute at Sunshine Coast, Moreton Bay and Caboolture libraries.

TEAR OFF SLIP ✂

See over for further borrowing conditions ...

Senior School Student Application Form

	School Student	Parent/Guardian
Name:		
Phone:		
Email:		
Address:		
Password:	<small>(8 characters including 1 number, 1 upper and 1 lower case letter.)</small>	
School:		
Student I.D. number:		
<p>I hereby undertake to abide by all Library conditions of use and policies and agree to pay any charges connected with overdues, lost or damaged material.</p> <p>Student signature: _____ Parent signature: _____ Date: _____ Date: _____</p>		

Information Privacy Notice

The University of the Sunshine Coast is collecting the information on this form to process and record applications for library borrowing privileges, as part of its functions under the *University of the Sunshine Coast Act 1998*. Your personal details will not be disclosed to third parties without your consent, unless required by law. A copy of the University's Information Privacy Policy is available on our website: www.usc.edu.au/privacypolicy

STAFF USE ONLY:

- Current student I.D. with photo sighted
 Sunshine Coast student
 Card No

Hours & Contacts	Refer to our website https://www.usc.edu.au/library/locations-and-hours .
Membership Expiry	Your library borrowing membership will expire on 28 February the following year.
Copying & Printing	All transactions are online. Create and add money to a Guest account at MyPrint.usc.edu.au. Login to the printer with your Guest ID number and PIN. Refer to https://www.usc.edu.au/current-students/student-support/self-serve-printing
Email Notifications	Email is our only means of issuing library reminders. These are a courtesy only and non-receipt of your email reminder notice is not a valid excuse for the non-payment of overdue fines.
Overdues & Fines	Results in an immediate loss of borrowing privileges and items can't be renewed. \$2.00 per item for each day overdue if the item has been recalled. Refer to https://www.usc.edu.au/library/borrowing/overdue-loans-and-fines
Replacement Costs	Replacement costs drop off when the long overdue item is returned but overdue fines are added. For items declared lost or damaged, a cost of \$110 (inc GST) per item is applied to your library account.
Recalls	The Library may require the immediate return of an item if it is our only copy and it is needed for our Reserve Collection. Refer to https://www.usc.edu.au/library/borrowing/requests-renewals-and-recalls