



## LIBRARY LENDING POLICY

|                                                                         |                                                                                                  |                        |   |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|------------------------|---|
| <b>Version</b>                                                          | 1.02                                                                                             | <b>Number of pages</b> | 9 |
| <b>Responsible officer</b>                                              | Vice-Principal (Students and Community)                                                          |                        |   |
| <b>Contact</b>                                                          | Director of Library Services, <a href="mailto:library@morling.edu.au">library@morling.edu.au</a> |                        |   |
| <b>Approving authority</b>                                              | Executive Leadership Team                                                                        |                        |   |
| <b>Keywords</b>                                                         | Borrowing; Membership; Reservations; Overdues                                                    |                        |   |
| <b>Access level</b><br><i>Select from the drop-down menu</i>            | Public                                                                                           |                        |   |
| <b>Dissemination range</b>                                              | Library staff, staff and students, library members                                               |                        |   |
| <b>Approval date</b>                                                    | 25 June 2026                                                                                     |                        |   |
| <b>Effective date</b>                                                   | 25 June 2026                                                                                     |                        |   |
| <b>Review date</b>                                                      | 25 June 2029                                                                                     |                        |   |
| <b>Superseded documents</b>                                             | Library Membership Policy<br>Library Fines and Penalties Policy<br>Library Reservation Policy    |                        |   |
| <b>Compliance References</b>                                            | HES_3.3; 4.2.2                                                                                   |                        |   |
| <b>Document classification</b><br><i>Select from the drop-down menu</i> | Admin, Information Management and Infrastructure                                                 |                        |   |
| <b>Mandatory status</b><br><i>Select from the drop-down menu</i>        | Not mandatory                                                                                    |                        |   |

### 1. PURPOSE

To outline the lending services of Morling College (MC) Library to the Morling Community. The Library operates as one library with multiple campuses.

### 2. DEFINITIONS

The following definitions apply for the purpose of this policy:

| Key Term of Acronym | Definition                                                                                                                                                                        |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AUT                 | Australian University of Theology                                                                                                                                                 |
| Library             | Refers to all Morling College campus libraries.                                                                                                                                   |
| MC                  | Morling College                                                                                                                                                                   |
| Morling Community   | Refers to MC staff, students, residents and all others engaging with MC, including reciprocal borrowers, cross-institutional AUT students, visitors, contractors, and volunteers. |
| Online students     | Students who are only studying online units.                                                                                                                                      |

### 3. SCOPE

This policy applies to all members of the Morling Community, including:

- All enrolled students, including online students;
- All academic and administrative staff;

- Honorary researchers;
- Life members (Refer to *Appendix 1: Criteria for Membership*);
- Higher Degree by Research (HDR) Graduates' Membership (Refer to *Appendix 1: Criteria for Membership*);
- Registered non-Morling borrowers (including reciprocal borrowers, cross-institutional AUT student and community borrowers);
- Any person entering Library facilities or accessing Library resources in any format.

## 4. POLICY STATEMENT

Morling College (MC) Library is committed to making available relevant and high-quality resources to the Morling Community with priority given to MC students, faculty and staff. Equitable access to physical resources is managed according to this policy.

## 5. PRINCIPLES

### BORROWER CATEGORIES

- 5.1 MC staff and students are automatically eligible for borrowing rights. *Appendix 2: Library Memberships, Fees and Benefits* provides further information.

| Borrower          | Definition                                                                          |
|-------------------|-------------------------------------------------------------------------------------|
| Student           | Undergraduate or postgraduate or cross-institutional coursework students.           |
| Distance Students | Students who live outside the metropolitan areas of MC campus libraries.            |
| HDR Student       | Research students (e.g. MTh, PhD, ThD).                                             |
| Life Members      | Elected individuals who have made an outstanding or significant contribution to MC. |
| Academic Staff    | Teaching staff employed by MC.                                                      |
| Admin Staff       | Professional staff employed by MC.                                                  |
| Audit Student     | Students enrolled in courses not for credit.                                        |

- 5.2 Community members may be eligible to borrow from MC Library. Borrowing rights are campus-specific. *Appendix 2: Library Memberships, Fees and Benefits* provides further information.

### CONDITIONS OF BORROWING

- 5.3 Registration as a borrower constitutes acceptance of these terms and conditions.
- 5.4 It is the responsibility of borrowers to return borrowed items in good condition and on time. Books are a valuable resource and need to be treated with care and respect.
- 5.5 A borrower remains solely responsible for any items on loan until items are returned to the library, and for any penalties incurred.
- 5.6 Borrowed items are not transferable nor should library account details be shared.

- 5.7 The borrower is responsible for checking the due date of items on loan.
- 5.8 The borrower is responsible for contacting Library staff if they are unable to return or renew loans by the due date.
- 5.9 All borrowers are subject to replacement fees and fines if any item is lost, damaged or overdue.
- 5.10 Damaged books include defacing by underlining, making notes in margins and dog-earing; or broken bindings from excessive scanning or copying.
- 5.11 Serial offenders will lose library privileges.

## **CATEGORIES OF MATERIALS**

- 5.12 Material for loan:
  - 5.12.1 Books in the General/Main Collection
  - 5.12.2 Pamphlet collection
  - 5.12.3 DVD collection
  - 5.12.4 Other collections as determined by each campus library locally.
- 5.13 Material not for loan:
  - 5.13.1 Reference Collection
  - 5.13.2 Not For Loan Collection
  - 5.13.3 Any items in processing (including New Books Display)
  - 5.13.4 Journals
  - 5.13.5 Theses
  - 5.13.6 Special collections as determined by each campus locally.

## **BORROWING RIGHTS**

- 5.14 Borrowing rights are detailed in this table:

| <b>Borrower</b>  | <b>Standard Loan</b>               | <b>Reservations allowed</b>        | <b>Home delivery</b>                  |
|------------------|------------------------------------|------------------------------------|---------------------------------------|
| Student          | 20 books<br>4 weeks<br>4 renewals  | Yes, if item is on loan or offsite | No                                    |
| Distance Student | 20 books<br>4 weeks<br>4 renewals  | Yes                                | Yes – student pays for return postage |
| HDR Student      | 40 books<br>4 weeks<br>4 renewals  | Yes                                | If distance                           |
| Academic Staff   | 40 books<br>13 weeks<br>4 renewals | Yes, if item is on loan or offsite | No                                    |

| <b>Borrower</b> | <b>Standard Loan</b>               | <b>Reservations allowed</b>                                                                       | <b>Home delivery</b> |
|-----------------|------------------------------------|---------------------------------------------------------------------------------------------------|----------------------|
| Admin Staff     | 20 books<br>4 weeks<br>4 renewals  | Yes, if item is on loan or offsite                                                                | No                   |
| Audit Student   | 6 books<br>4 weeks<br>4 renewals   | Yes, if item is on loan or offsite                                                                | No                   |
| Alumni          | 10 books<br>2 weeks<br>4 renewals  | Yes, if item is on loan or offsite                                                                | No                   |
| HDR Graduate    | 40 books<br>13 weeks<br>4 renewals | Yes, if item is on loan or offsite                                                                | No                   |
| Baptist         | 10 books<br>2 weeks<br>4 renewals  | Yes, if item is on loan or offsite                                                                | No                   |
| Community       | 10 books<br>2 weeks<br>4 renewals  | Yes, from local branch only, not for current course readings and only if item required is on loan | No                   |
| Reciprocal      | 10 books<br>2 weeks<br>4 renewals  | Yes, if item is on loan or offsite                                                                | No                   |

*Appendix 2: Library Membership Fees, Fees and Benefits* provides further information.

5.15 MC staff and students may borrow from any MC Library.

5.16 Postal services are only offered within Australia.

## **RESERVATIONS AND RECALLS**

5.17 Books currently on loan may be reserved via the Library catalogue. The item will be recalled and when the book becomes available, it will be issued to the requesting borrower. Borrowers will then have up to seven days to collect the item from the Reservation shelf. One-week loans will be held for three days only. Borrowers are informed via email when an item is available for collection, or when an item has been posted. If reservations are not collected within that window, the items will be returned to the shelf for general circulation.

5.18 Items out on loan may be recalled if reserved by another borrower, or if needed for a high demand collection, with priority given to MC students, faculty and staff.

5.19 Items that are recalled must be returned within seven days from the recall date.

### ***Local students***

5.20 Local students may reserve offsite items, or items that are currently on loan.

- 5.21 Reservations placed on items marked 'Available' in the catalogue by local borrowers in their home campus will be cancelled.

#### ***Distance students***

- 5.22 Distance students may reserve any item, and they will be posted out when available.
- 5.23 Undergraduate students are responsible for all postage costs – outgoing postage costs will be invoiced.
- 5.24 Outgoing postage for postgraduate students will be covered by MC, however they are responsible for return postage costs.

### **OVERDUE LOANS**

#### ***Overdue notices***

- 5.25 Borrowers are notified of due dates and overdue loans via email.
- 5.26 Courtesy notices are sent two days before the loan is due, and seven days for distance students.
- 5.27 Overdue emails are automatically emailed to borrowers daily.
- 5.28 Borrowers will receive a phone call when general loans are three weeks and four weeks overdue.
- 5.29 Borrowers will receive a phone call when high demand loans are three days, one week, ten days and two weeks overdue.

#### ***Overdue fines***

- 5.30 Items are considered lost after four weeks (general collection) or one week (high demand collection).
- 5.31 Fines start to accrue for overdue items from the general collection after four weeks or after one week for high demand items or short-term loans.
- 5.32 The charge for lost items is a minimum \$100 per book, refundable upon returning the book in good condition, plus \$20 non-refundable per book as an administrative fee.

#### ***Appeals***

- 5.33 Borrowers who have incurred penalties due to extenuating circumstances (e.g. illness) should contact the Library Helpdesk ([libraryhelpdesk@morling.edu.au](mailto:libraryhelpdesk@morling.edu.au)) as soon as possible.
- 5.34 Where borrowers believe they have returned an item but it is still on their account, they should contact the Library as soon as possible.

## 6. RELATED DOCUMENTS AND LEGISLATION

- Library Collection Development Policy
- Inter-Library Loans Policy

## 7. REFERENCES

- <https://library.acu.edu.au/our-library/policies-and-guidelines/loans>
- [https://policies.acu.edu.au/library/library\\_services\\_and\\_facilities\\_policy](https://policies.acu.edu.au/library/library_services_and_facilities_policy)

## 8. VERSION HISTORY

| Version | Approved by                                   | Approval date   | Effective date  | Changes made                                                                                                                        |
|---------|-----------------------------------------------|-----------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------|
| 1.02    | Vice-Principal<br>(Students and<br>Community) | 25 June 2026    | 25 June 2026    | Appendix 2 amended to indicate that Perlego is no longer offered to external Library members.                                       |
| 1.01    | Quality and<br>Compliance<br>Officer          | 2 April 2025    | 2 April 2025    | Administrative clarifying correction regarding community borrower reservations (s5.14). ACT to AUT.                                 |
| 1.00    | Executive<br>Leadership Team                  | 4 February 2025 | 4 February 2025 | Policy created, merging the existing Library Membership Policy, Library Fines and Penalties Policy, and Library Reservation Policy. |

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

## **APPENDIX 1: CRITERIA FOR MEMBERSHIP**

### **LIFE MEMBERSHIP**

An individual may be elected for a Life Membership if that individual has made an outstanding or significant contribution to MC.

For example, someone who has:

- Provided prolonged and exceptional service to MC - academic or administrative.
- Demonstrated service through holding a significant volunteer position or provided a service by way of voluntary work for MC.
- Contributed to the research culture and strategic goals of MC through a completed HDR award.

Individuals may be nominated by a:

- Faculty member
- HDR supervisor
- Library staff member
- Member of the Leadership Team

The nomination is made to the Principal or Leadership Team who make the decision of whether to grant Life Membership.

### **HIGHER DEGREE BY RESEARCH (HDR) GRADUATES' MEMBERSHIP**

Former HDR students of MC upon the completion of their PhD may apply for five-year free membership as they are recognised as having made a significant contribution to MC's research culture and strategic goals.

Individuals may be nominated by a:

- Faculty member
- HDR supervisor
- Member of the Research Committee

The nomination is made to the Principal or Research Committee who make the decision of whether to grant HDR Graduates' Membership.

## APPENDIX 2: LIBRARY MEMBERSHIPS, FEES AND BENEFITS

| Borrower Type                                                                                                                                       | Borrower subcategory                                                                                                                                 | Fee                                                                       | Electronic access                                                                                                                                               | How Many | How Long                                                    | Renew                                | Reserve | Request items for Postage |                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------------------------------|--------------------------------------|---------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Special<br>(Local branch only)                                                                                                                      | Life member - needs to be renewed every 3 years                                                                                                      | Free                                                                      | <input checked="" type="checkbox"/> EBSCO, JSTOR & Proquest (OA)<br><input checked="" type="checkbox"/> Wheelers<br><input checked="" type="checkbox"/> Perlego | 10       | 2 wks - General / Main 1 wk - High Demand (Unless recalled) | maximum 4 renewals - unless reserved | Yes     |                           |                                                                                                                                                                 |
|                                                                                                                                                     | Prospective HDR Students                                                                                                                             | \$100 deposit, credited upon enrolment                                    |                                                                                                                                                                 |          |                                                             |                                      |         |                           |                                                                                                                                                                 |
|                                                                                                                                                     | Mary Andrews College                                                                                                                                 | Please refer to agreement                                                 |                                                                                                                                                                 |          |                                                             |                                      |         |                           |                                                                                                                                                                 |
| Reciprocal<br>(Local branch only)                                                                                                                   | Students and staff from Australian College of Christian Studies, Macquarie Uni, Perth Bible College, and Sheridan Institute of Higher Education only | Free                                                                      | <input checked="" type="checkbox"/> (Onsite access only)                                                                                                        |          |                                                             |                                      |         |                           |                                                                                                                                                                 |
|                                                                                                                                                     | Community Borrower:<br>(Local branch only)                                                                                                           | Accredited Baptist Pastor                                                 | Free                                                                                                                                                            |          |                                                             |                                      |         |                           | <input checked="" type="checkbox"/> EBSCO, JSTOR & Proquest (OA)<br><input checked="" type="checkbox"/> Wheelers<br><input checked="" type="checkbox"/> Perlego |
|                                                                                                                                                     |                                                                                                                                                      | Missionaries on home assignment (requires proof/letter from organisation) | Free                                                                                                                                                            |          |                                                             |                                      |         |                           |                                                                                                                                                                 |
| Alumni (Any person that has Graduated i.e. completed an award with MC. Discounted rate also applies to any existing UDIV students) / past Adjuncts. |                                                                                                                                                      | 3yrs post graduation - Free then \$60/year                                |                                                                                                                                                                 |          |                                                             |                                      |         |                           |                                                                                                                                                                 |
| Baptist employees / Encore students / Healthcare Card holders / Pension Card holders                                                                |                                                                                                                                                      | 50% disc off full fee                                                     |                                                                                                                                                                 |          |                                                             |                                      |         |                           |                                                                                                                                                                 |
| ITE students (enrolled with CHC)                                                                                                                    |                                                                                                                                                      | Free                                                                      |                                                                                                                                                                 |          |                                                             |                                      |         |                           |                                                                                                                                                                 |
| None of the above                                                                                                                                   |                                                                                                                                                      | \$110/year or \$60/6months                                                |                                                                                                                                                                 |          |                                                             |                                      |         |                           |                                                                                                                                                                 |
| Student – Undergrad                                                                                                                                 | Full-time or Part-time                                                                                                                               | Incl. enrolment fees                                                      | <input checked="" type="checkbox"/> EBSCO, JSTOR & Proquest (OA)<br><input checked="" type="checkbox"/> Wheelers<br><input checked="" type="checkbox"/> Perlego | 20       | 4 wks - General / Main 1 wk - High                          | maximum 4 renewals - unless reserved | Yes     |                           |                                                                                                                                                                 |

| Borrower Type                   | Borrower subcategory                                                              | Fee                         | Electronic access                                                                                                                                                                        | How Many | How Long                                                     | Renew                                                         | Reserve | Request items for Postage                                                        |
|---------------------------------|-----------------------------------------------------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------------------------------------------|---------------------------------------------------------------|---------|----------------------------------------------------------------------------------|
| <b>Student – Distance</b>       | Students that are unable to travel to campus (determined on a case-by-case basis) | Incl. enrolment fees        | <input checked="" type="checkbox"/> EBSCO, JSTOR & Proquest (OA)<br><input checked="" type="checkbox"/> Wheelers<br><input checked="" type="checkbox"/> Perlego                          |          | Demand (Unless recalled)                                     | Maximum 4 renewals - unless reserved (longer renewal periods) |         | Yes, the Library will post reserved items; the student pays for the return post. |
| <b>Student – Postgrad</b>       | Full-time or Part-time                                                            | Incl. enrolment fees        | <input checked="" type="checkbox"/> EBSCO, JSTOR & Proquest (OA)<br><input checked="" type="checkbox"/> Wheelers<br><input checked="" type="checkbox"/> Perlego                          | 40       | 4 wks - General / Main 1 wk - High Demand (Unless recalled)  | maximum 4 renewals - unless reserved                          | Yes     |                                                                                  |
| <b>Audit</b>                    | Membership available upon request                                                 | Incl. enrolment fees        | <input checked="" type="checkbox"/> EBSCO, JSTOR & Proquest (OA)<br><input checked="" type="checkbox"/> Wheelers<br><input checked="" type="checkbox"/> Perlego                          | 6        | 4 wks - General / Main 1 wk - High Demand (Unless recalled)  | maximum 4 renewals - unless reserved                          | Yes     |                                                                                  |
| <b>^Admin staff / Volunteer</b> |                                                                                   | Free                        | <input checked="" type="checkbox"/> EBSCO, JSTOR & Proquest (OA)<br><input checked="" type="checkbox"/> Wheelers<br><input checked="" type="checkbox"/> Perlego (available upon request) | 20       |                                                              |                                                               |         |                                                                                  |
| <b>Academic staff</b>           |                                                                                   | Free                        | <input checked="" type="checkbox"/> EBSCO, JSTOR & Proquest (OA)<br><input checked="" type="checkbox"/> Wheelers<br><input checked="" type="checkbox"/> Perlego                          | 40       | 13 wks - General / Main 1 wk - High Demand (Unless recalled) | maximum 4 renewals - unless reserved                          | Yes     |                                                                                  |
| <b>Honorary researcher</b>      | As specified in the Honorary Researcher Policy (requires approval)                | 3yrs Free (renewable)       | <input checked="" type="checkbox"/> EBSCO, JSTOR & Proquest (OA)<br><input checked="" type="checkbox"/> Wheelers<br><input checked="" type="checkbox"/> Perlego (available upon request) |          |                                                              |                                                               |         |                                                                                  |
| <b>HDR graduate</b>             | Subject to approval of application/nomination                                     | 5yrs post graduation – Free | <input checked="" type="checkbox"/> EBSCO, JSTOR & Proquest (OA)<br><input checked="" type="checkbox"/> Wheelers<br><input checked="" type="checkbox"/> Perlego (available upon request) |          |                                                              |                                                               |         |                                                                                  |
| <b>^Adjunct lecturer</b>        |                                                                                   | Free                        | <input checked="" type="checkbox"/> EBSCO, JSTOR & Proquest (OA)<br><input checked="" type="checkbox"/> Wheelers<br><input checked="" type="checkbox"/> Perlego (available upon request) | 20       | 4 wks - General / Main 1 wk - High Demand (Unless recalled)  | maximum 4 renewals - unless reserved                          | Yes     |                                                                                  |

^Access to Perlego is to be approved by the Director of Library Services according to need and length of arrangement.