

Borrowing

Upon presenting a current GBCA or UC student or staff ID card to the Library staff member, each staff member or enrolled student may borrow resources from the Library. Students must be enrolled for at least one full term and have a month left of that time to be able to borrow. Borrowers must take care of the items which they borrow and not write in or highlight text in books.

Borrower	Items	Loan Period
Student	6	21 days
Staff	6	21 days
Teachers	30	90 days
Short Loan 3 Hour Loans	2	3 hours
Short Loan 3 Day Loans	2	3 days
Short Loan 7 Day Loans	2	7 days

Please note, that it is your responsibility to know when your items are to be returned. The Library staff will let you know the due date when you borrow the item, and you will receive courtesy email notices to remind you to return the item on time. You can always check your due dates when you log into the Member Login tab of the GBCA Library on the GBCA website <http://gbca.edu.au/> where you will be able to view your current loans.

All items must be returned prior to leaving the college.



GBCA LIBRARY CATALOGUE

Logout
Search Catalogue
Member Details
Manage Notify Address
Member Statement
Change Password
Loan History
Reserve History

Member Information
Member Details for 812075
Card Expiry Date: 22 Mar 2018
You last borrowed on: 4 Jul 2017

Issued Items
Total Number of Loans: 4

Barcode	Title / Volume reference / Additional Information	Author	Call Number	Due Date/Time	Num. of Renewals	Renew
300151	How to achieve property success / Margaret Lomas. Item Notes 300151 - Maximum Renewal Count of 3 reserved for Item Type: BK.	Lomas, Margaret	332.852 LOMA	24 Jul 2017	3	<input type="button" value="CHECK ALL"/>

Notifications

To assist you to have free Library services and never to have to pay any overdue fees, or replacement costs, you will receive courtesy email notices to remind you when your items are due or overdue. If you have reserved an item or put it on hold, you will receive a notice when it is available for you to pick up from the Library. If you don't receive any notices, we may not have your current email address. Please contact the Library to update your address.

Type of notice	Timing of issue
Courtesy reminder	2 days before due date
First overdue	1 day after due date
Second overdue	3 days after due date
Lost / Long overdue	7 days after due date
Reservation/hold available	When the item becomes available

