
❖ RULES AND REGULATIONS

- The Library is provided exclusively for the purposes of academic study and re- search. Users are urged to keep discussions at a minimum level to enable others to work without distraction.
- Bags, laptop bags, handbags, files etc, must not be taken to the bookshelves or study tables. **Users are asked to remove all monies and cell phones from bag. All bags must be placed in the Bag Storage area.**
- All patrons must take their bags when leaving the Library.
- Resources may only be removed from the Library after the material has been scanned or signed out, and the date due label stamped by Library staff. Certain materials such as reference books, CD-ROMs and periodicals must not be taken from the Library except in special circumstances, and only with the special permission of the Library staff.
- When returning Library materials these must be handed to Library Staff at the Issue Desk. Borrowers must not re- shelf books which they are returning; the loan must first be cancelled.

This applies also to internal loans with the exception of encyclopedias and other materials from the Reference shelves.

- Borrowers are responsible for books or other resources on loan to them. Any- one responsible for the damage or lost of library books or equipment will be required to pay the cost of replacement or repair.
- Eating and drinking are **NOT** permitted in the Library.
- Users are not allowed to rearrange the furniture in the Library.
- All members of the Library staff are empowered to require users to comply with the above rules.
- Anyone responsible for serious or persistent breach of these rules may have their Library privileges suspended or cancelled, and may be reported to college authority for disciplinary action.

SVGCC Library-DTVE
Arnos Vale
Email:library.staff@dtve.svgcc.vcc



SVGCC-DTVE LIBRARY **Information Brochure**



MISSION STATEMENT

To make available in an efficient and effective manner the resources which will enhance the knowledge base and research capabilities of our patrons.

LIBRARY HOURS

The library will open to users during these times:

Mon.- Thur 8:00 a.m.-4:00 p.m.

Fri - 8:00 a.m. - 3:00 p.m.

NB: All Issue Desk transactions cease at Mon.-Thur - 3:30 p.m. Fri: 2:30 pm

ACCOMODATION

*The Library can offer seating accommodation for thirty-nine (39) users at a time. Study tables are available. **No reserve seating.***

.MEMBERSHIP

- Membership is open to all registered students of the college, as well as members of the academic and administrative staff.
- Other persons requesting use of the Library for reading or reference purposes may be admitted at the discretion of the Head Librarian. Such persons may be permitted to borrow library materials *only in exceptional circumstances*.
- All Library users are required to register by filling out a registration form. For students, membership lasts for the entire period of their course; and for staff, for the duration of their teaching/employment assignment.
- Each Library patron must present his/ her ID card to make transactions at Issue Desk or any other services provided by the library. Lost or stolen cards must be reported immediately to a Library staff, and it will be subsequently replaced. Cost for ID replacement is \$15.00. ID cards are not transferable and must be used only by the persons to whom they are issued. All ID cards will be checked on entering the library.

.SERVICES

- External loans are available to registered users only. Students are allowed two book from general collection and one book from restricted reference
- Internal loans are available to registered and other users, but are for **Library Use Only**. These include encyclopedias, subject dictionaries, directories and other indexes, Newspapers, journals, magazines, other supplementary reference materials, specific pamphlets and vertical file materials and CD-ROMs.
- Other Library services presently available to users includes: bag storage, book reservation, Internet access, multimedia services, spiral binding, photocopying services and the online catalogue.

.FINES/PENALTIES

- Books and other items become overdue if they are not returned to the Library by the close of the Circulation Desk on the day on which they are due. The fine for the late return of Restricted Reference (RR) books is \$5.00 per day or part thereof, 3-Day loan is \$2.00 per day or part thereof and other library material is \$1.00 per day or part thereof.

- Borrowing privileges will be suspended

until the resource (s) is (are) returned and the debt is cleared.

.LOST OR DAMAGED BOOKS

- Lost or damaged Library materials on loan to a user should be reported immediately. Borrowers must pay the cost of replacing lost or seriously damaged resources.
- No attempt should be made to repair damaged items. Damage should be reported to a Library staff that will do the necessary repairs with materials especially designed for the purpose.

.THEFT, MUTILATION, FORGERY, ETC.

- The willful mutilation or defacement of Library materials and equipment; the illegal removal of books or other Library materials; any attempt at forgery; and intentional misplacement of books in the Library are considered as serious offenses against the college. Any person who commits such an offense may be reported to the appropriate authority for disciplinary action.

.CELL PHONES

- Students are asked to turn off cell phone ringers or set to a non-audible signal (flashing light, vibration, etc.) upon entering the building. **Please take all calls outside of the library.**

