

CAVAL Borrower Authorisation for Swinburne Students & Staff only



Family name (Ms. Mr. Dr.) _____

Given names: _____

Postal address: _____

_____ Postcode: _____

Contact phone no: _____

Swinburne I.D. no: _____

STATUS (tick one box)

Student

Staff

Undergraduate/ TAFE

Masters and above

Please note: The CAVAL Reciprocal Borrowing Scheme is available to students and staff who are in good standing with their home institution. CAVAL cards will not be issued if you have:

- current overdue item(s) and/or a fine of \$10.00 or more
- accrued fines of \$80 or more during the last 12 months
- 2 or more previous CAVAL Suspensions
- a current CAVAL suspension
- outstanding CAVAL invoice debt
- security gate breaches or damaging library property
- a history of anti-social behaviour in the library

I have read the rules and regulations overleaf and I accept that I will be responsible for payment of fines or other charges incurred. I will notify Swinburne Library of any change to my address or other details.

Privacy Policy

Our privacy policy outlines ways in which we meet our privacy commitments. It contains procedures for accessing your personal information or making a complaint. It is found at <http://www.swin.edu.au/corporate/registrar/ppd/files/humres.htm>

If you are concerned that your personal information has been collected unnecessarily, or has been used improperly, you should contact the University Compliance Officer at info-privacy@swin.edu.au

Signature: _____

Date / / 20

Authorised by: _____

Date / / 20

More information about the CAVAL Reciprocal Borrowing Program is available at <http://www.caval.edu.au/svs/rp/>



CAVAL

Reciprocal Borrowing Program

Rules of the Reciprocal Borrowing Program

1. Eligibility

All students and staff from all participating Victorian TAFE institutes and universities are eligible to use the program. Staff from some Government Agencies are also eligible to use the program. Enrolment at individual institutions is subject to the eligibility conditions applicable at each host library. Ask the library staff if you are unsure about your eligibility.

2. Registration

To register in the Reciprocal Borrowing Program, obtain a registration form from the Service desk. Hand the completed form in, and after the staff have verified your current status in your institution, and your good standing as a borrower, your registration will be authorised. You will be given a Reciprocal Borrowing card for the year which can be renewed for subsequent years as long as you remain in good standing.

N.B.: This is valid until the last date shown.

If you wish to enrol at a library after the date shown has passed, you will have to have your card re-authorised. Simply take it back to the point of issue, and provided you are still in good standing, your card will be re-authorised.

3. Enrolment

To enrol at another library present your **CURRENT** Reciprocal Borrowing card and Swinburne ID card at the loans desk and ask to enrol as a Reciprocal Borrower. You may be asked to complete an enrolment form, which at some libraries takes 24 hours to be processed.

You will then be able to borrow in accordance with the rules and regulations of that library. Be sure you understand and observe the regulations at any library from which you borrow. You must return any materials by the due date to the library from which you have borrowed them. Failure to honour regulations or to pay any charge for materials which are lost, damaged or returned late will result in your being barred from all participating libraries and your own library will be notified. This will result in the same penalties being applied to you as if the breach of regulations had taken place at your own institution. Some institutions withhold grades and will not award degrees or diplomas in such cases.

4. Problems

If you are unable to return an item on time, or if you have lost or damaged it, report this immediately to the library from which it was borrowed. That library will advise you of the steps you should take. Reporting the problem will help in maintaining your good record.

5. Address changes, Status changes

It is imperative that you advise Swinburne Library and any libraries at which you are enrolled as a Reciprocal Borrower immediately if you have changed your address, or if you are no longer enrolled or employed by that institution. You can also update your personal details by accessing the Swinburne's Online Student Administration System at: www.swin.edu.au/aep/help/general/swinlink.htm

6. Difficulties with the Reciprocal Borrowing Program

If at any time you have any difficulty using the program, or should you wish to ask about the program, you should in the first instance contact the loans librarian at your own institution. If this is not possible, ask at one of the participating libraries.