

## Library policies

The Library is open to staff and students of St. Athanasius Coptic Orthodox Theological College (SACOTC). A current Library card *must* be presented in order to borrow. Reciprocal borrowing rights exist for staff and students from other University of Divinity campuses. A current staff or student card must be presented in order to borrow. Visitors are most welcome to use the Library's resources on site.

For SACOTC students, reciprocal borrowing rights exist with other University of Divinity libraries. This means you may also borrow, in person or by arrangement, from these libraries in accordance with their policies. A list of these libraries can be found on the University of Divinity website, accessible via the SACOTC Library home page. Interlibrary loans can also be arranged (see Library services information).

### **Borrowing:**

Students may borrow up to three books at any one time for a period of two weeks, with the exception of course reserves, which may be borrowed for one week and are limited to two books at a time. Students may not borrow if they have overdue books or outstanding fines.

Staff may borrow up to four books at any one time for a period of three weeks.

Please do not borrow on behalf of another student or lend your student card to anyone else, as *you* will be held responsible for any overdue books or fines.

### **Renewals:**

Books may be renewed online by logging in to the Library system. To log in, use the email address with which you enrolled at SACOTC. The librarian will advise you of your password. Once you have accessed your personal details, please change your password.

### **Holds:**

If a book that you require has been borrowed out to another patron, you may log in to the Library system and put a hold on that title (see How to put a book on hold). You will be notified when the book is available.

### **Returns:**

Please return books directly to the Librarian during opening hours. A book return chute is available outside the door of the Library for returns during business hours.

All books must be returned by the end of the semester.

### **Lost or damaged books:**

Lost or damaged books will incur costs plus a 20% administration fee.

### **Overdue fines:**

Please respect the rights of other Library users and return books by the due date. A fine of 20c per day per title will be charged for overdue items. These fines will accrue to replacement cost.

### **Email notification:**

Patrons with borrowed books will receive system generated notifications when an item is due and overdue, and advice of fines accrued. To receive additional system generated notifications, such as Item checkout/check-in and Hold filled, log in to the Library system and edit the Patron messaging preferences in your personal details.