



Australian Guild of Music Education

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Library Attendant:

Library Policy and Procedure

The Australian Guild of Music Education Library is available to all enrolled students. The catalogue contains numerous resources including books, CDs and DVDs that will assist with research and assignment completion.

Opening Hours

- Monday: 9-10am
- Wednesday: 9-10am

- Other hours are available by appointment.

Borrowing

Any item can be borrowed by students visiting the Library on campus.

- Students may borrow up to 5 items at a time for 2 weeks.
- To borrow an item, students must bring their ID card during opening hours and have their details recorded by the attendant.
- Items must be returned to the Australian Guild of Music Library or Front Office by 5pm on the due date.

Renewing

- To renew an item, complete the Library Item Renew form, available from Front Office, and return to the attendant. Renew forms must be received on or before the due date.
- Students may renew loans for 2 weeks at a time, up to 4 weeks.

Reserving

- Students wishing to reserve items must complete a Library Item Reserve form, available from Front Office, and return to the attendant.

Fines & Procedures

Overdue fines will be charged for late return of items.

- Overdue item: 50 cents per item per day
- Lost or damaged items (books, CDs, DVDs): to the value of the item.
- Students who have unpaid fines will be unable to borrow items, and further disciplinary action may be taken.
- Fines must be paid by cash. To pay fines, contact the Attendant.

Contact

For enquiries, complete Library Query Form available from front office.