



**ALIA VET Libraries Advisory Committee
(VLAC)**

NATIONAL RECIPROCAL BORROWING SCHEME

INTRODUCTION

The VLAC National Reciprocal Borrowing Scheme allows students and staff of participating TAFE libraries to register and borrow materials in person from any other participating host TAFE library in any other state in addition to their own home library, thereby improving their access to library materials. The scheme is designed to assist students and staff who may be enrolled with or employed by a TAFE institution in one state but who may find it more convenient to access TAFE library services in another state. The reciprocal borrowing arrangements between TAFE libraries within a state are a matter for those libraries and are not covered by this scheme.

This is a voluntary cooperative agreement which started in 1998 under the auspices of the National Working Group for TAFE Library Services and then the TAFE Libraries Australia Group which then transferred to the VLAC.

DEFINITIONS

Reciprocal User:	a current employee or currently enrolled student of a participating TAFE institution
Eligible User:	a currently enrolled user in good standing at their home library
Delinquent User:	a user who has breached the rules of their home or a host library
Home Library:	the library of the institution at which the user is enrolled or employed
Host Library:	the library service providing reciprocal privileges in another state

RULES

1. Registration

Eligible Reciprocal Users may register at a host library upon presentation of:

For students

- A current student card or current receipt of fee payment and
- Proof of their current residential address and contact details.

For staff

- A current staff card or proof of current TAFE employment and
- Proof of their current residential address and contact details.

2. Dates

Reciprocal Users may register until the expiry date on their student/staff card or until a date specified by the host library.

3. Conditions of use

Conditions for reciprocal users at the participating institutions are determined by the individual institutions. Conditions are reviewed annually by each Library and are published on the home library web site or in a pamphlet available at the home institution. Eligible users will be responsible for familiarising themselves with the rules and procedures of the host institution.

4. Privacy

Reciprocal users should be advised that the following details may be exchanged between the host and home libraries:

- name
- address
- telephone numbers
- e-mail address
- course details
- enrolment status
- outstanding library charges
- borrowing history

5. Fees and Fines

The use of sanctions for overdue material is at the discretion of the host library. Fines and charges incurred at the host library are the responsibility of the reciprocal user. Failure to honour responsibilities may result in the reciprocal user being suspended from both the home and host libraries.

6. Indemnity

The home institution to which reciprocal users belong will accept responsibility for assisting in the recovery of library material which is not returned on time. Notification to the home library of outstanding items will be made within one month of the expiry and/or suspension of the borrower account. The home library will undertake to pay for the cost of replacing the items which cannot be recovered on receipt of an invoice from the host library.

7. Scheme Membership

Any Australian Government funded TAFE Library may elect to join this scheme. The responsibilities of the library are:

- To record relevant statistics
- To indemnify its users
- To reciprocate and open its lending collection to other members of the program

8. Commencement of Agreement and Review

This scheme is in use at present and reviewed when necessary by the committee. The scheme will vary from time to time by consensus agreement of the VET Libraries Advisory Committee.

TAFE Libraries participating in the NRBS accept all terms of conditions of the membership. Libraries wishing to discontinue participation are required to provide 2 months notice to the committee for membership details to be updated. Participating institutions are available from <https://www.alia.org.au/resources-and-information/national-reciprocal-borrowing-scheme>