

GUIDELINES FOR USE OF THE LIBRARIES

ADOPTED 10 OCTOBER 2016

Sydney Mechanics' School of Arts (SMSA) has two libraries: the main facility, located on Level 2; and the Tom Keneally Centre (TKC) on Level 3 that houses Tom's personal collection he generously gifted to the School.

These Guidelines, adopted by the Board, serve to assist members and others using the Libraries so they remain a valued resource offering services and facilities that meet members' expectations.

Membership

Anyone over the age of 18 years who has applied to become a member of the SMSA may borrow on the same day as submitting their application.

All memberships are due for renewal by 31st December each year and if not renewed within one month of falling due, membership is suspended and the member will not be allowed further library loans until it is renewed.

Library Use Guidelines

Please ask the Library staff and volunteers for assistance if necessary as they are all there to help. It would be appreciated for any book taken from the shelves to be read at the table to be returned to the counter to be re-shelved by staff.

What you can do

- ✓ Read books, newspapers and magazines.
- ✓ Borrow books and magazines.
- ✓ Make fair use of all the facilities including the Members' free coffee lounge (known as Cuthbert's), Reading Area computers provided for use by members and the water cooler.
- ✓ Use the Members' computers for reasonable periods of time; 30-60 minutes per session is considered reasonable. Staff may limit your session to 30 minutes during busy periods.
- ✓ Print documents free of charge, provided your request is not excessive.
- ✓ Use your laptop, except in Cuthbert's.
- ✓ Talk and converse at a reasonable volume.
- ✓ Be considerate of other members when using mobile phones.
- ✓ Use the pigeon-holes to store your bags, although this is at your own risk.

What you are asked not to do

- ✗ Conduct business.
- ✗ Eat and drink (apart from water) outside of Cuthbert's.
- ✗ Listen to music — with or without headphones.
- ✗ Disturb others with loud conversations, phone calls or noise.
- ✗ Sleep.
- ✗ Occupy the various spaces for excessive periods of time.
- ✗ Enter the staff spaces behind the library counter or the office areas including the TKC, unless invited by a Director or member of staff.
- ✗ Leave bags unattended anywhere other than the designated pigeon-holes.

Staff or Directors may ask members who behave inappropriately to leave the premises.

Library, Level 2 — Borrowing

1. Members may borrow five (5) items per subscription, in any combination of books and magazines. The loan period for books is eight (8) weeks.
2. One new book only may be borrowed at a time per subscription. The loan period for new books and magazines is two (2) weeks.
3. Each additional subscription entitles a member to borrow an additional five (5) items including one new book.
4. Books may be renewed one time only online or by phone, provided there are no holds on the item.
5. Members may place a hold/reservation on up to four (4) books that are currently out on loan. The item will be held a maximum of two (2) weeks once it becomes available.

6. Members may borrow up to three (3) ebooks and audiobooks from <http://ebooks.smsa.org.au> for a maximum of 21 days after which access ends. Members may re-borrow the ebook or audiobook unless there is another hold against it.
7. iPads may be borrowed for a maximum of 21 days by members who meet the criteria and accept the iPad Lending Agreement's terms. (Note: WEA members and Readers are not eligible to borrow iPads.)
8. Members will be notified by email when a Held item is available for collection.
9. Reference books are not available for loan.
10. To access emagazines, log on to the School's website: <http://smsa.org.au/emagazines/>

The Tom Keneally Centre

Everyone is welcome in the Tom Keneally Centre to browse the collection. However, to borrow you must be a current SMSA member (Note: WEA members and Readers are not eligible to borrow).

1. A maximum number of two (2) books may be borrowed from the TKC at any one time for a period of four (4) weeks.
2. Multiple subscriptions are not valid in the TKC, regardless of the number of library subscriptions paid for by the member.
3. TKC books may be renewed once.
4. Tom Keneally First Editions are not available for loan.
5. Where possible, please assist us by returning items borrowed directly to the TKC, rather than to the main library on level 2.

Overdue Items, Damages and Losses

1. Members will be sent a courtesy email two (2) days before an item's due date. Please contact the Library if you are unable to return the item by that date.
2. Any member keeping an item longer than the specified period will be sent a letter or email requesting their return.
3. If the item is not returned within 30 days of becoming due, the borrower will be required to pay the cost of its replacement.
4. A member who loses, defaces or damages an item may be required to pay for its replacement.
5. A member's library privileges will be suspended until any outstanding amount is paid.

Suggested Purchases

Book suggestions for the Library may be made online or by contacting Library staff. Only books that fit in the Library Collection Policy will be purchased. Members will be notified whether their request has been approved.

Periodicals (Newspapers and Magazines)

Daily newspapers are available in both the Library and in the Tom Keneally Centre on its opening days. They are kept for two weeks, but are not available for loan.

The current edition of the weekly news magazines and some monthly magazines are not available for loan initially. These may be borrowed, however, when the next edition becomes available. Magazines and other periodicals are kept for six to twelve months.

Internet Usage

Free internet access is available to members via the members' computers in the Library and the Tom Keneally Centre.

Wireless internet access is provided free to members. Members may use their own laptop or device to connect to the wireless internet using the following ID and password:

SSID: SMSA
Password: bluebook

**WE WELCOME ANY SUGGESTIONS YOU MAY HAVE TO IMPROVE
THE LIBRARY FACILITIES AND SERVICES, THANK YOU.**