

# BORROWING

## MORE INFORMATION

### In person

At a service point at any library

### ask monash

[ask.monash.edu](https://ask.monash.edu)

(check frequently asked questions or submit an enquiry)

### Phone

03 9905 5054

### Website

[monash.edu/library/about/terms](https://monash.edu/library/about/terms)

 [/monashuniversitylibrary](https://www.facebook.com/monashuniversitylibrary)

 [/monashunilib](https://twitter.com/monashunilib)





Use your Monash University ID or Library member card to borrow from any of our Victorian campus libraries.

## BORROWING ENTITLEMENTS

### Monash staff and students

- Undergraduate students: 30 items, initially for two weeks
- Graduates, honours students and staff: unlimited items, initially for four weeks

High demand and special collections [restricted] items may have different loan periods. Further details are at:

[monash.edu/library/services/loans](https://monash.edu/library/services/loans)

### Non-Monash users

- Alumni: 30 items initially for two weeks
- All others: 15 items initially for two weeks

Loan restrictions may apply on some material. Further details at:

[monash.edu/library/community/membership](https://monash.edu/library/community/membership)

## MANAGING LOANS AND REQUESTS

It is your responsibility to return items by the due date in your library account.

To check due dates, view fines and manage requests, sign in at [monash.edu/library/search](https://monash.edu/library/search) and select 'My Loans' or from my.monash 'My account' in the Library Tile.

## RENEWING LOANS

After the initial borrowing period, items are usually automatically renewed unless

- it's requested by another user
- it's a restricted loan and not renewable
- you have overdue loans
- you have reached the maximum loan period of one year

Always monitor your due dates in your library account for any changes.

- You should also receive a courtesy email. The item must be returned by the due date in the email notice or fines will apply.

## OVERDUE ITEMS

If you have an item that is overdue, you cannot borrow and other items you have on loan will no longer be automatically renewed. Fines will apply to all items that are overdue.

## RETURNING ITEMS

You can return items at any of our libraries during opening hours. After-hours returns are available at some libraries.

## REQUESTING ITEMS

You can request items currently on loan or available at another campus. Find the item in [monash.edu/library/search](https://monash.edu/library/search), select "Get It, Request and then your Pick-Up Location."

You will receive an email notification when the item is ready for pick-up.

If you are designated as Off-campus, you can request the item be posted to your home [student] or office [staff]. Select Personal Delivery from the drop down list of pick-up locations.

You can return items at any of our libraries or pay for return by post.

## FINES

Standard loans	50 cents per item per day
7 day and overnight loans	\$5 per item per day
3hr loans	10 cents per item per minute
Lost or damaged items	Minimum \$150 per item

Once fines reach \$25 (undergraduates and non-Monash users) or \$50 (postgraduates, honours and staff), they must be paid.

Students who do not pay fines, or do not return long overdue items, may be encumbered. This means you will not be able to use Monash online services including Moodle, re-enrol, access your results, or graduate.

For more information about fines and payment options check the Library website at: [monash.edu/library/services/loans](https://monash.edu/library/services/loans)

## BORROWING FROM NON-MONASH LIBRARIES

- To borrow from selected Australian academic libraries, you need a CAVAL or ULANZ membership. see: [monash.edu/library/community/reciprocal-membership](https://monash.edu/library/community/reciprocal-membership)
- If you are a Monash staff member, postgraduate or honours student, you are eligible for document delivery. see: [guides.lib.monash.edu/document-delivery](https://guides.lib.monash.edu/document-delivery)