

## INFORMATION FOR BORROWERS

<b>OPENING HOURS</b>	<ul style="list-style-type: none"> <li>◆ 8.45am – 5.00pm Monday, Wednesday, Thursday, Friday</li> <li>◆ 8.45am – 3.00pm Tuesday</li> <li>◆ 9.00am – 4.00pm School Holidays (Closed for 4 weeks over Christmas / New Year)</li> </ul>
<b>TERMS OF BORROWING</b>	<ul style="list-style-type: none"> <li>◆ Borrowers may only borrow resources in their own name. Resources cannot be borrowed using another person's name. If a borrower is collecting resources for other people, authorisation is required – phone/signed letter before resources can be processed.</li> <li>◆ Up to 8 resources may be borrowed by parents/caregivers.</li> <li>◆ Up to 16 resources may be borrowed to support a class in DECD school sites.</li> <li>◆ Resources are available for loan by metropolitan borrowers for a period of 4 weeks.</li> <li>◆ Resources are available for loan by country borrowers for a period of 6 weeks.</li> <li>◆ SERU will pack resources requested by country borrowers and post/courier them. <b>Borrowers are responsible for the cost of returning the resources.</b> For safe handling returns should be boxed, wrapped, tied securely and clearly labeled.</li> <li>◆ Assessments are restricted loan resources. Maximum of 4 assessments are available on a two week loan basis (four weeks for country borrowers). If required for professional development, the loan of additional assessments may be negotiated.</li> <li>◆ Two adapted (switch operated) resources per individual student and up to 4 for a class group may be borrowed. These resources are restricted for use by students with severe multiple disabilities / switch users.</li> <li>◆ SERU has a 'Not for Loan' collection consisting of journals and some reference material. These items are available for use on the premises. A photocopy facility is available.</li> <li>◆ Selected journal articles are available through the <i>Current Awareness</i>.</li> <li>◆ If requested resources are currently on loan, items can be reserved</li> </ul>
<b>BORROWERS ARE RESPONSIBLE FOR</b>	<ul style="list-style-type: none"> <li>◆ Care of resources</li> <li>◆ Checking that all items are included when returning</li> <li>◆ Adequate arrangements are made for their return eg courier, post, bus service</li> <li>◆ Resources are parceled appropriately to minimise loss or damage</li> <li>◆ Complying with copyright restrictions.</li> </ul>

**BORROWERS ARE LIABLE FOR ANY ITEMS IN THEIR NAME UNTIL POINT OF RETURN, INCLUDING COST OF REPAIR/REPLACEMENT IF DAMAGED OR LOST.**