## INFORMATION FOR BORROWERS

### OPENING HOURS
- 8.30am – 5.00pm Monday, Wednesday, Thursday, Friday
- 8.30am – 3.00pm Tuesday
- 9.00am – 4.00pm School Holidays (Closed for 4 weeks - Christmas / New Year)

### BORROWING LIMITS

**Parents/carers/approved agencies:**
- May borrow up to 5 resources
- Metropolitan borrowers are required to collect and return resources directly to SERU – country borrowers see information below.

**DECD personnel:**
- May borrow up to 10 resources
- Due to the high demand of resources a limit maybe placed on the number of items on loan at one time by individual sites.

### GENERAL CONDITIONS

- Borrowers may only borrow resources *in their own name*. Authorisation is required if collecting resources for others.
- All resources are couriered to sites using the DECD courier service.
- Metropolitan 4 weeks
- Country 6 weeks
- SERU will pack and post resources requested by country borrowers.
- Country parents/carers and approved agencies are responsible for the cost of returning resources.
- For safe handling returns should be boxed, wrapped, tied securely and clearly labeled.
- One extension can be negotiated if there are no reserves and the current loan is not overdue.

#### Assessments:

- Maximum of 4 assessments are available for evaluation by DECD personnel.
- A 2 week loan for metropolitan and 4 week loan for country borrowers applies.
- If required for professional development, the loan of additional assessments may be negotiated.

#### Switch adapted resources:

- Restricted for use by learners with severe multiple disabilities / switch users.
- 1 resource per individual student and up to 2 for a class group may be borrowed.

#### Journals:

- Selected journal articles are available through the *Current Awareness*
- 4 articles can be requested for copying at no additional cost.
- Photocopy facility is also available

#### BORROWERS RESPONSIBILITIES

- Maintaining of resources including cleaning when returning
- Adequate arrangements are made for their return e.g. courier, post and resources are parcelled appropriately to minimise loss or damage
- Complying with copyright restrictions.

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