

## INFORMATION FOR NEW BORROWERS

<b>OPENING HOURS</b>	<ul style="list-style-type: none"> <li>◆ 8.30am – 5.00pm Monday, Wednesday, Thursday, Friday</li> <li>◆ 8.30am – 3.00pm Tuesday</li> <li>◆ 9.00am – 4.00pm School Holidays (Closed for 4 weeks - Christmas / New Year)</li> </ul>
<b>BORROWING LIMITS</b>	<p><u>Parents/carers/approved agencies:</u></p> <ul style="list-style-type: none"> <li>◆ May borrow up to <b>5</b> resources</li> <li>◆ Metropolitan borrowers are required to collect and return resources directly to SERU – country borrowers see information below.</li> </ul> <p><u>Department personnel:</u></p> <ul style="list-style-type: none"> <li>◆ May borrow up to <b>10</b> resources</li> <li>◆ Due to the high demand of resources a limit may be placed on the number of items on loan at one time by individual sites.</li> </ul>
<b>GENERAL CONDITIONS</b>	<ul style="list-style-type: none"> <li>◆ Borrowers may only borrow resources <i>in their own name</i>. Authorisation is required if collecting resources for others.</li> <li>◆ All resources are couriered to sites using the Department courier service.</li> <li>◆ Metropolitan <b>4</b> weeks</li> <li>◆ Country <b>6</b> weeks <ul style="list-style-type: none"> <li>◆ SERU will pack and post resources requested by country borrowers.</li> <li>◆ Country parents/carers and approved agencies are <b>responsible for the cost of returning</b> resources.</li> <li>◆ For safe handling returns should be boxed, wrapped, tied securely and clearly labeled.</li> </ul> </li> <li>◆ One extension can be negotiated if there are no reserves and the current loan is not overdue.</li> </ul> <p><u>Assessments:</u></p> <ul style="list-style-type: none"> <li>◆ Maximum of <b>4</b> assessments are available for evaluation by Department personnel.</li> <li>◆ A 2 week loan for metropolitan and 4 week loan for country borrowers applies.</li> <li>◆ If required for professional development, the loan of additional assessments may be negotiated.</li> </ul> <p><u>Switch adapted resources:</u></p> <ul style="list-style-type: none"> <li>◆ Restricted for use by <b>learners</b> with severe multiple disabilities / switch users.</li> <li>◆ <b>1</b> resource per individual student and up to <b>2</b> for a class group may be borrowed.</li> </ul>
<b>BORROWERS RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>◆ Maintaining of resources including cleaning when returning</li> <li>◆ Adequate arrangements are made for their return e.g. courier, post and 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.**