

### **Borrowing from the Library**

#### **Slide 1 (title slide)**

Hello, today's Podcast is about borrowing items from the library.

#### **Slide 2**

Did you know that your University ID card is also your library card and you need it to borrow items.

#### **Slide 3**

##### *Question*

How do I borrow items?

##### *Answer*

Avoid queues and use the Selfcheck Easyloan machines to borrow your items. You will be issued with a receipt which lists the items you have borrowed and the dates they are due back. Follow the instructions displayed on the screen, and library staff are on hand to assist.

##### *Question*

How many items can I borrow?

##### *Answer*

Undergraduates can borrow up to 20 items, graduate students 30 items and higher degree students may borrow 50 items.

#### **Slide 4**

##### *Question*

But how will I know about overdue items or items I've requested?

##### *Answer*

You, like all ECU students, will receive library notices via your ECU student email account. There are Courtesy notices, Overdue, Availability and Recall notices. These will advise you about items and due dates.

Remember, it is a condition of your enrolment at the University that you check your ECU student email account on a regular basis.

#### **Slide 5**

##### *Question*

And when I've finished with my items, how do I return them?

##### *Answer*

During library opening hours you can return your items through the returns chutes within the library. When the library is closed use the after hours returns chutes. After hours returns will be cleared from your record on the next working day.

### **Slide 6**

#### *Question*

If my books are overdue will I get into trouble?

#### *Answer*

Library fines are charged for items that are overdue. By regularly checking your ECU student email or viewing your Library Profile via the Library Catalogue, you will always know when your books are due.

### **Slide 7**

#### *Question*

What if I want an item that is already out on loan?

#### *Answer*

Most library items already on loan, or items available for loan at another ECU campus, may be requested online using the library catalogue. You can also choose which campus you would like to collect your request from.

Just remember this means that items you have on loan may also be requested by someone else.

### **Slide 8**

#### *Question*

Can I borrow items from other libraries?

#### *Answer*

As a student of ECU you are also eligible to borrow from UWA, Curtin, Murdoch and Notre Dame University libraries through a reciprocal borrowing scheme. Present your ECU ID card, current address and proof of current enrolment at the library you wish to use and they will register you on their library system.

### **Slide 9**

Thank you for listening to this podcast on borrowing from the library. Please visit the enquiry desk if you would like more help.