

1. Contents

1. CONTENTS.....	1
2. WHERE TO BORROW LIBRARY BOOKS?	1
3. HOURS OF RESOURCE CENTRE OPENING.....	1
4. WHO MAY BORROW?	1
5. BORROWING PERIOD	1
6. OVERDUE FINE	1
7. RECALL/ HOLD & RENEWAL.....	1
8. LOST AND FOUND	1

2. Where to borrow library books?

Library materials are borrowed and returned at the administration desk, which is located in the corridor down from the Resource Centre.

3. Hours of Resource Centre Opening

Monday to Friday: 8.30 AM to 5.00 PM
Saturday & Sunday: Closed
Any change in library hours are posted in advance

4. Who may borrow?

Upon presentation of library card and registering at administration desk, any student of IHNA can borrow books from the Resource Centre.

5. Borrowing Period

Books may be borrowed for 2 days. Renewal of these items will be permitted, unless they are requested by other users. A limit of two books is allowed per person

6. Overdue Fine

The fine for late return of book is 25 cents on each book, per day per week

7. Recall/ Hold & Renewal

If the book you are searching for is loaned, you can place a recall/ hold online or you can report at the administration desk. Once the book is returned by the user, you will be notified by e-mail or by phone. (what is the system used in Melbourne to do this part? So that we can also implement it here)

8. Lost and Found

Lost and found books have to be returned at the administration desk.