

Resource material Borrowing policy



Q Academy has a range of learning resource materials at each of its campuses. These resources are provided for the use and benefit of current students and staff.

The bulk of the resource materials are for use by eligible students whilst onsite and is not available for external loan. While certain items can be loaned, it is subject to the material available at that facility.

Items available for loan, *subject to availability and current resources*, include;

- DVD's displaying practical elements of course material
- Massage tables
- Massage chairs

Loan periods are determined by the type of material and the perceived demand for that material. For more information on what can be borrowed and for how long, see the staff at your campus. When speaking to the staff ensure you have the details of items required and dates needed.

GENERAL INFORMATION

The aim of the resource materials is to ensure that students and staff have equitable access to the information and materials they require for the purpose of completing assignments and other educational practices. Consequently, loans periods may alter from time to time to meet changes in perceived demand.

BORROWING POLICIES

Lost or damaged materials must be paid for, plus an additional \$20.00 to cover processing and acquisition costs.

If you have material overdue, your borrowing privileges will be suspended until you have returned all material and paid any fines or charges due. All books must be returned before the end of the semester. Transcripts, testamurs and graduation will be withheld until all library debts have been paid.

All borrowers are responsible for the material borrowed until returned and signed back in.