

USING THE AAPOLY LIBRARY

LEVEL 7, 628 BOURKE STREET, MELBOURNE



OPENING HOURS

Monday - Friday

9:00 am - 5:00 pm

The "After-Hours Returning Books Box" located in front of the Library should be used to return items after library hours.

Overdue items must ONLY be returned over the counter during the library hours.

If a library item is lost or severely damaged, the student:

- must pay the item's replacement fees plus any overdue book fees; and
- will not be allowed to borrow items for the rest of the semester

In order to get the most out of your studies, you can access AAPoly Library loan services and online databases to find various learning materials such as prescribed textbooks and journals, DVDs and magazines to prepare for your study. Students studying AAPoly FedUni programs can also access a wide range of resources such as Federation University Australia's Library and databases, BONUS+ and CAVAL borrower reciprocal program.

LIBRARY LOANS SERVICES

You will need either your **Academies Australasia Polytechnic** or **Federation University student** photo identification to borrow from the Academies Australasia Polytechnic Library.

Loan Period	
Reserved Items	Two (2) hours for study on campus
Prescribed Textbooks	Three (3) business days
Others	Fourteen (14) days including weekends
Borrowing Limits	
Limited Loan (Prescribed texts)	Two (2) items
Regular Loan (Others)	Three (3) items
Late Return Penalties — you will receive only one and final due date reminder, via email, one day before the actual due date.	
One (1) Business Day	\$0.50/per item
One (1) Business Day for Prescribed Textbook only during the Exam Period	\$5.00/per item
One (1) Calendar Month	<ul style="list-style-type: none">• The cost of the item will be charged to the student; and• The student will not be allowed to borrow for the rest of the semester
Textbook Renew Policy:	
<ul style="list-style-type: none">• Textbooks renewal request cannot be granted to the current book holder if a written Textbook Reservation Request has been issued; and• Similarly, textbooks cannot be renewed if the student has any outstanding loan fees.	