

Student Policy

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## Borrowing & Loan Times

- 10 items can be borrowed.
- Loan Times:
  - Non-fiction books = 2 weeks.
  - Fiction books = 2 weeks.
  - Booklist books=Overnight only
  - Closed Reserve=Use in Library only.

## Library Hours

- Monday - Thursday: 8:20am - 4:30pm  
Friday: 8:20am - 4:00pm
- Access the [Library Catalogue](#) 24 hours a day.

## Photocopying

- 1 coin operated copier - 10 cents per copy (A3 + A4).

## Library Rules

- All bags are to be put in the bag racks provided.
- No chewing gum or eating in the library.
- Be silent when working in the carrel area.
- Work reasonably quietly in the rest of the library.

## Printing

- Colour and Black/White Printing is available on the library printer to students who have network printing credits. (Available from the Finance Office in the Administration Wing).
- Print to "Library Copier".

## A.V. Equipment

- DVDs can be viewed in the library (ask at the library desk for headphones).
- DVDs cannot be borrowed by students.
- Digital cameras (still and video), flip cameras and video cameras are available for loan from the library. These are to be borrowed ONLY for school work. Pre-booking at the Library desk is essential.

## Newspapers & Magazines

- Daily newspapers are available in the library - *Bendigo Advertiser, Herald-Sun, The Age & The Australian*. Back copies of newspapers are held for twelve months.
- Current magazines on display in the library and back copies are available in a number of locations. Please ask at the library desk.