



## School Librarian Procedures for Registering Students and Staff as University of Tasmania Library Borrowers

The University of Tasmania Library offers fee-exempt University of Tasmania Library Borrower membership to students currently enrolled in Year 11 and Year 12, and their educators, in Tasmanian government, independent, and religious schools that are party to UTAS College Memorandum of Agreement, Schedule 2. Applications for UTAS Library membership are handled by School Librarians at participating institutions. These guidelines are intended to assist School Librarians in assessing eligibility and initiating the registration process for applicants from their institution.

### 1. University of Tasmania Library Borrower membership includes

- borrower privileges to borrow 25 items for 28 days with 3 renewals
- item requesting via the Library catalogue for pickup at a designated UT AS Library location
- article requesting via the Library website for articles from print Journals that are scanned and emailed
- onsite access to electronic resources via Online Public Access Computers available in all UTAS Library locations. Unfortunately, off-campus access is available only to UTAS students and staff due to licensing agreements

### 2. To register as a University of Tasmania Borrower, the applicant

- completes the **Community Borrower Application Form** online and prints the copy available from the Library website at [utas.edu.au/library/help/forms-and-printable-guides](https://utas.edu.au/library/help/forms-and-printable-guides) (application form cannot be submitted online to UTAS)
- signs the form
- gives the signed form to the School Librarian to complete

### 3. To verify the applicant's status and initiate the registration process, the School Librarian

- checks the applicant's student or staff card for current enrolment or current employment with the institution
- records the applicant's barcode on the application form
- ensures the form is completed correctly i.e. confirms: school address, students school email address, a PIN number is selected etc.
- signs the application form
- scans and emails the application form to the relevant email address

#### **Southern schools:**

Morris Miller Library, Sandy Bay  
[Loans@lib.utas.edu.au](mailto:Loans@lib.utas.edu.au)

#### **North and North West schools:**

Launceston Campus Library, Newnham  
[Loans.Ltn@lib.utas.edu.au](mailto:Loans.Ltn@lib.utas.edu.au)

**Note:** if a multi-functional device is used to scan and email the forms directly a cover sheet indicating the name of the college should be attached.

**Note:** An individual student can bring their completed authorised form to the UT AS Library in person but group or multiple applications must be emailed 5 days in advance of the group coming to the library.

- applies a UTAS sticker to the student or staff ID card where most visible and writes the enrolment year on the sticker using permanent marker
- creates a staff ID card for use in the Step Up program, if staff do not routinely receive an ID card

4. For individual registrations, the borrowing privileges will be available within one working day. For multiple registrations, the borrowing privileges will be available within five working days.
5. If the home institution's barcode cannot be used in the UTAS Sierra System, UTAS Library staff will affix a UTAS Community Borrower barcode to the verso of the student or staff ID card when they first visit a UTAS Library.
6. School Librarians provide the initial introduction to the UTAS Library by
  - giving the registered borrower UTAS Library publications, including the [Online Library Guide](#)
  - demonstrating where to access the [Library Guides](#)
  - encouraging the registered borrower to participate in UTAS Library surveys
  - liaising with UTAS Library staff and teachers who wish to bring a class to the UTAS Library. The preferred arrangement is that UTAS Library staff show around School Librarians who then conduct tours for their students and teachers.
7. To borrow materials, the registered borrower
  - presents their student or staff ID card at UTAS Library Client Services desk to check out General Collection items or to receive more information on library services
  - uses their student or staff barcode number and Library PIN to request General Collection item via the Library Catalogue link from the Library webpage ([utas.edu.au/library/](https://utas.edu.au/library/) )
  - returns to any UTAS Library location by the due date or renews materials online before the due date
  - pays for any lost material when notified via email by the UTAS Library.
8. Borrowers are responsible for any fees accrued for lost materials. The current schedule is available from the Library webpage [utas.edu.au/library/access-borrow/borrow/overdue-and-lost-items](https://utas.edu.au/library/access-borrow/borrow/overdue-and-lost-items)
9. If 'lost' material is not returned, replaced or reimbursed, the UTAS Library will contact the teacher-librarian to request that local measures be undertaken to retrieve, replace or reimburse UTAS for the materials.
10. In the event that all measures fail, UTAS will issue an invoice to the institution for the replacement cost of the lost material.
11. School Librarians will notify their UTAS contact person of staff and students who are no longer eligible for borrowing privileges due to changes in enrolment or employment. **School Librarians should please indicate if the student is undertaking the International Baccalaureate.**
12. UTAS Contact Persons

**Southern Schools**

Rachel Adams  
Senior Library Officer  
Morris Miller Library  
Sandy Bay Campus  
[loans@lib.utas.edu.au](mailto:loans@lib.utas.edu.au)  
or phone 6226 2880

**North & North West Schools**

Glenn Mulcaster  
Senior Client Services Officer  
Launceston Campus Library,  
Newnham Campus  
[Loans.Ltn@lib.utas.edu.au](mailto:Loans.Ltn@lib.utas.edu.au)  
or phone 6324 3061