



ARAFEMI

4.7 Standard Operating Procedure: **LIBRARY BORROWING GUIDELINES**

The reference library has books, videos and DVD's available for loan. Loans are available to all current financial members of ARAFEMI Victoria. Journals are available as a reference only – they are not for loan. The library is regularly updated with new and current resources.

Operating Hours:

Library hours: Monday to Friday 9am – 5pm

Library Membership:

Membership is available to all ARAFEMI Victoria current financial members and to residents within the ARAFEMI outreach support programs.

Borrowing limits:

You can borrow a maximum number of two books at one time and a maximum of two DVD's and/or videos. You are responsible for all items borrowed under your membership
The loan period for all items is 28 days.

Renewals

Items can be renewed for up to one month providing there are no reservations for the item. You can arrange renewals in person or by phone. Renewals may be refused due to reservations.

Returns

Items may be returned in person, Monday to Friday between the hours of 9am and 5pm. We do not offer an out of hour's return service. If you are unable to return the item(s) during these hours, we ask for you to post them back to ARAFEMI (at your cost).

Members who attend support group meetings at the ARAFEMI office may also return items at these meetings.

Reservations

You can reserve items in person, by phone or by email. The complete catalogue may be accessed on the ARAFEMI website www.arafemi.org.au

Fees and charges

Fees will be charged for lost, damaged or unreturned items. The charge will be the replacement cost (plus a small administration charge).

ARAFEMI Victoria, Ground Floor, 270 Auburn Road, Hawthorn Vic 3122 Ph (03) 9810 9300 Fax (03) 9810 9399 Email: admin@arafemi.org.au Web: www.arafemi.org.au