

QACI student use of the QUT Library must not impact on other Library users. Time spent in the Library should be connected to assignment work only and the Library must NOT be used as a social space for QACI students.

During QUT Library Opening Hours Students have access to:

- The Library Help Desk on entry level
- Library catalogue at specified terminals
- Study tables, carrels, couches
- In Library use of newspapers, periodicals, reference material
- Onsite Library databases
- Music listening area and DVD viewing area
- All printing services, including laminating, binding, etc, with the purchase of a value added photocopy card from Printing Services at QUT.

Students do not have access to:

- Group study rooms
- Teaching rooms
- Computer labs
- Internet
- Wireless network
- Library databases which are password protected

Behaviour Expectations

QACI is committed to providing a safe, respectful and disciplined learning environment for all students, staff, parents and visitors. The QUT library is a public space and students are representing the school when attending the Library. They must adhere to the QACI Student Code of Conduct when representing the school.

Any behaviour issues will be reported to QUT Security and referred to the QACI Principal by the QUT Library Manager.

Borrowing Guidelines

All items should be borrowed from the Loans Desk or Express Loans machine.

- Library cards must be presented to borrow items
- 10 standard loan items may be borrowed
- Loans are for 28 days plus 1 renewal, unless recalled for use by QUT full members

Not available for loan:

- Reference materials
- 'Not for loan' items
- Journals
- Course reserve collection
- External collection

Overdues

Individual students are responsible for fees for overdue items.

- Overdues will be notified by email when 1 day overdue
- At 8 days overdue a final email will be sent
- Replacement cost of approximately \$95 will be notified at 35 days overdue
- Billing notice will be sent at 42 days overdue

Online Access to QUT Library and Cite/Write Resources - www.library.qut.edu.au