

# Loan Request for External Students

## Terms And Conditions for External Borrowers

1. This form is for external students who cannot reasonably attend one of the campuses of WideBay TAFE, being Bundaberg, Gympie, Hervey Bay and Maryborough.
2. External students can borrow items from WideBay Institute library collections either online or by submitting this hardcopy form.
3. **Online** – search WideBay TAFE library catalogue on the Internet at <http://widebayopac.tafe.net> – if there is an item or items you wish to borrow, place your request online by using your student number and reserving the title.
4. **Hardcopy request** – complete this form providing as many details as possible and submit to appropriate Research and Information Centre (detailed below) - phone if you require assistance. Please ensure you provide correct postal details.
5. The requested item/s if available will be posted to the address you've indicated on the form or online. You will be advised if the item is not available. WideBay Institute libraries generally don't keep multiple copies of recommended (i.e. prescribed) texts so cannot guarantee availability and items may be available on short term loan only.
6. You will be expected to pay for return postage on borrowed items.
7. If an item is damaged or not returned, replacement charges will be based on current recommended retail prices plus a processing fee per item.
8. If you're unable to locate the required item in our library catalogue, you may want to try searching other TAFE Queensland library catalogues at <http://library.tafe.net>. Inter-library loans from other Institutes may be arranged by contacting WideBay TAFE on one of the numbers listed below.

## Research & Information Centre Contact Details

	Bundaberg Campus	Gympie Campus	Hervey Bay Campus	Maryborough Campus
Address:	(Enter correct Campus), Research & Information Centre, WideBay TAFE, LMB 279, Maryborough Qld 4650			
Telephone:	07 4150 5852	07 5480 3614	07 4120 6211	07 4120 2542
Fax:	07 4150 5889	07 5483 6189	07 4120 6453	07 4120 2547
Email:	bundaberg.library@detq.qld.gov.au	gympie.library@detq.qld.gov.au	herveybay.library@detq.qld.gov.au	maryboroughnagel.library@detq.qld.gov.au

## Student's Enrolment Information

Enrolment/ID Number:	Telephone:
Name:	Fax:
Address:	
Email:	Date: / /

## Details Of Required Item

Title:	
Author:	
Location on Shelf (Call No):	Campus:
Type of Material: <input type="checkbox"/> Book <input type="checkbox"/> Video <input type="checkbox"/> DVD <input type="checkbox"/> Other (please specify)	

*The Department of Education, Training and the Arts is collecting the information on this form to process loan requests by external students. Only authorised departmental officers have access to this information. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required by law.*

Retain until administrative use ceases