



ESU - LIBRARY LENDING PROCEDURE

Policy number	10-b	Version	1.0
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Responsible person	President	Scheduled review date	August 2026

1 Introduction

This Procedure supports the implementation of the English-Speaking Union Victoria Branch (ESU)'s Library Policy, with particular reference to section 11 of that Policy, 'Borrowing from the collection'.

This Procedure must be read in conjunction with the Library Policy, where key terms are defined.

2 Loan period

- 2.1 The loan period is four (4) weeks.
- 2.2 Extension of a loan can be approved, providing that:
 - a) No other User has asked to borrow the same item, and
 - b) The borrower is a User in good standing with the ESU.

3 Loans by mail

- 3.1 ESU offers a mail service to Users of the Library, starting from a date to be set by the President.
- 3.2 To receive this service, a User must:
 - a) Be unable to visit ESU House in person during staffed hours
 - b) Register for the service by contacting the office and paying an annual fee of \$20
 - c) Advise a preferred postal address, an email address and a daytime phone number
 - d) Order item/s by email to admin@esuvic.org.au, or via other suitable means

- 3.3 ESU personnel will then post the item/s at ESU expense and will include an instruction sheet regarding the due date and the return address.
- 3.4 At his or her own expense, the User must ensure that the book is returned to ESU House by the due date.
- 3.5 On receipt of a returned item, ESU personnel will send an acknowledgement by email.

4 Recording of loans when collected at ESU House

ESU personnel will establish and maintain a *Library Loans Register* to record key details, including:

- a) Loan item title (and author / edition if applicable)
- b) Borrower name and contact details
- c) Borrower status (i.e. their User category, as defined in the Library Policy)
- d) Date of loan
- e) Due date
- f) Date of extension/s (if any)
- g) Date of return
- h) Date of reshelving

5 Recording of loans by mail

ESU personnel will establish and maintain a *Library Loans (Mail) Register* to record key details, including:

- a) Loan item title (and author / edition if applicable)
- b) Borrower name and contact details
- c) Borrower status (i.e. their User category, as defined in the Library Policy)
- d) Borrower registration status (i.e. has he or she paid the annual fee?)
- e) Borrower postal address
- f) Date of mailing
- g) Cost of postage
- h) Due date
- i) Date of extension/s (if any)
- j) Date of return
- k) Date when acknowledgement email is sent
- l) Date of reshelving