

CAVAL Reciprocal Borrowing Program FAQs

How do you find out what material other libraries hold?

To check whether a library you are planning to visit has an item you wish to use, search the online catalogue of that library. Links to a range of Victorian academic and research library catalogues are available at www.caval.edu.au/coolcat.

Are you eligible?

Most students and staff from participating universities, institutes and TAFE colleges are eligible to use the program. Staff from some Government Agencies are also eligible to use the program. Enrolment at individual institutions is subject to the eligibility conditions applicable at each host library. Ask the library staff if you are unsure about your eligibility.

How do you obtain a CAVAL card?

In order to participate you must first register in the Reciprocal Borrowing Program. This must be done at your own institution's library. You will be given a CAVAL card which is valid until the last date shown on the card.

If you wish to enrol at a library after the date shown has passed, you must have your CAVAL card re-authorised. Simply take it back to your Home library, and provided you are still in good standing, your card will be re-authorised. You may do this as often as is necessary throughout the year.

How do you enrol at another library?

Proceed to a service desk with your *CURRENT CAVAL card* and your *Home library ID card*. The staff will enrol you on the library system and attach a barcode label to your CAVAL card. Check the detailed information available at your home library for any special requirements before visiting another library. If you need assistance with using an unfamiliar library ask at the service desk.

Your responsibilities

It is your responsibility to make yourself familiar with the conditions of loan at each of the libraries from which you borrow.

If you are unable to return an item on time, or if you have lost or damaged it, report this immediately to the library from which it was borrowed. That library will advise you of the steps you should take. Reporting the problem will help in maintaining your good record.

If your CAVAL card is lost or stolen, ensure that you report it immediately to your Home library and to all Host libraries at which you are enrolled.

If at any time you have any difficulty using the program, or should you wish to ask about the program, you should in the first instance contact the library staff at your own institution. If this is not possible, ask at one of the participating libraries.

Privacy statement

The CAVAL Reciprocal Borrowing Program is subject to the Information Privacy Act 2000 (Vic.) and the Privacy Act 1988 (Cth.). The participating Libraries are committed to protecting your privacy. The personal information you agree to provide when you enrol will be shared between the Libraries in relation to the provision of lending services, including mechanisms for the recording and payment of any outstanding debts in relation to overdue or lost items. You may access such information upon request at your Home library.

Is there anything else you should know?

Be sure you understand and observe the regulations at any library from which you borrow. Some restrictions apply to certain services and collections; check before you visit. Return all materials by the due date to the library from which you have borrowed them.

Opening hours and weekend/public holiday access varies - either telephone or check the detailed information available at www.caval.edu.au/libraries.

Parking is difficult at most large institutions. Each library website may include details about public transport access.

If your own institution ID card does not have a photograph, some libraries will require other suitable photographic ID.

Although most libraries have card-operated photocopying machines, cards are generally NOT compatible between libraries.

Remember

- Your CAVAL card is designed to be used for the duration of your course, and should be retained for use in subsequent years (simply have it re-authorised).
- To enrol immediately on arrival at a Host library (some libraries have special requirements and may be unable to complete all enrolment procedures immediately).
- To familiarise yourself with the conditions of loan and library use at each library you visit (a breach of regulations resulting in fines or penalties may result in suspension of privileges at your Home library and ALL other CAVAL member libraries).
- After business hours there may be limited services. First-time borrowers should check with institutions before arriving for enrolment.
- To present both your current ID card and CAVAL card each time you borrow.
- To notify your own library, as well as all Host libraries at which you have enrolled, if you change your address, terminate your enrolment or lose your CAVAL card.
- That use of the CAVAL Reciprocal Borrowing Program and other libraries is a privilege, *not* a right.