MIT Library Circulation Policy, 2019

We encourage students and staff at the Manukau Institute of Technology (MIT) to use our collections and borrow materials.

1. Library hours

a. MIT Otara Library, Gate 8, Otara Road

<table>
<thead>
<tr>
<th>February – November (Normal Hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8.00 am-8.00 pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8.00 am-8.00 pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8.00 am-8.00 pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>8.00 am-8.00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>8.00 am-5:00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9.00 am-4.30 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>12.00 pm-6.00 pm</td>
</tr>
</tbody>
</table>

December - Mid February, Monday – Friday 9 am-4 pm.

(NB: The library is closed for approximately four week over the Christmas period)

b. MIT Manukau Library

<table>
<thead>
<tr>
<th>During Semesters</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Monday &amp; Thursday</td>
<td>8:00 am-7:30 pm</td>
</tr>
<tr>
<td>Tuesday &amp; Wednesday</td>
<td>8:00 am-5:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 am-4:30 pm</td>
</tr>
</tbody>
</table>

Public holidays and other variations to these hours will be displayed in the library and on the library website news page. Further information on our opening hours can be viewed on our website.

c. Maritime Library, Level 3, 2 Commerce Street

The library is open during Maritime School hours, 8 am-4 pm, Monday to Friday. It is staffed on Monday and Wednesday 10 am-2.30 pm and every second Thursday. If a librarian is not available, items may be borrowed from reception. Maritime library items cannot be requested.

2. Borrowing Rights

a. Students and Staff

An MIT ID card is also a library and printer/photocopier card. ID cards must be produced when borrowing items. General items are issued to students for three weeks and high volume items and serials are issued for one week. Staff items are issued for four weeks. Items can generally be renewed twice providing there are no other requests for them.

b. Distance students

MIT distance students have the same rights as internal students. Loan periods are extended by one week to allow for transit between the library and the student’s home. They can also use the databases and electronic books. Students pay for the return of library materials.

c. Online students

MIT online students have the same rights as internal students if using the library in person. The library may be able to send physical resources, such as print books, to online students. They will need to pay for the items to be returned.

d. External borrowers

External borrowers may join the library. The fee is $110.00 per year or $60.00 for 6 months (GST inclusive). Borrowers must produce ID and proof of address. The interlibrary loans service, databases, laptops and computer logins are not available to external borrowers.

e. Summer borrowers

Students wishing to use MIT Otara and MIT Manukau Libraries during the summer break are able to borrow material providing they have the library’s Summer Borrower form signed by a relevant lecturer or administrative staff member, confirming that the student intends to return the following semester. Students must produce ID and proof of address
when enrolling as a summer borrower. The interlibrary loans service, databases, laptops and computer logins are not available to summer borrowers.

f. **Unitec Students**

We have a reciprocal agreement with Unitec Library—MIT students can borrow from the Unitec Library and students from their can borrow from our MIT Libraries. Take your ID can and fill in a form at the Main Desk.

g. **University of Auckland at MIT**

University of Auckland students enrolled at the MIT campus may request University library material to be sent by courier to MIT and return their books by the same service. The courier comes once a week. Books must be collected and returned to the main MIT Library. University of Auckland fines and fees charged are the responsibility of the borrower.

Below is a summary of what may be borrowed and by whom

<table>
<thead>
<tr>
<th></th>
<th>Current students</th>
<th>Distance students / Online students</th>
<th>Staff</th>
<th>External Borrowers</th>
<th>Summer borrowers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 week loan books, CDs, tapes, DVDs, serials</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>3 week loan, books, CDs DVDs</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>4 week loan books, CDs, tapes</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Interlibrary loans</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
</tbody>
</table>

- For use in the building only
  - Reference
  - High Demand Collection
  - Laptops / chargers

- Distance students on site have the same borrowing rights as current students.
- Items can be renewed twice if they have not been requested by other borrowers.

3. **Borrowers responsibilities**

Borrowers are responsible for all items borrowed on their card and should return them by the due date. Any charges incurred are the borrower’s responsibility. Library notices are emailed to a student’s MIT email account so we advise that these are checked regularly.

4. **Short term loans**

a. **High Demand Collection**

- High Demand copies are issued for two hours and **must be used in the library**. They cannot be requested.

b. **Laptops**

- Laptops are available to MIT students to use for up to four hours per day.

c. **Electronic material**

- MIT students and staff may be able to download pdf or epub copies of electronic books for up to 7 days or alternatively, read the material online. This is for individual use only.

5. **Interlibrary loans**

- MIT students and staff can request items from other libraries if we do not own the items at MIT. Visit the library website or contact library@manukau.ac.nz for further details.

6. **Requested material**

- Requests may be placed on items that are charged out to other borrowers.
- A request can be placed on items that show as being available in the catalogue. We will collect the item from the shelf and place it on hold within one working day.
- All requests are held for three days.
7. Notices
- Request notice - Borrowers will be emailed or texted a notice reminding them of the due date when a request has been placed on an item. Once an item is requested by another borrower it must be returned by the due date if a fine is to be avoided.
- Courtesy notice – All borrowers will be emailed courtesy notices three days before their items are due on loans longer than two weeks.
- Overdue notice - An overdue notice is sent five days after an item has become overdue. Any overdue item will block the borrower’s record.
- A fines and fees notice is sent after 14 days and the item is marked as Lost.
- An MIT invoice is sent 28 days after an item is overdue.
- Some notices (Requests and Overdues) are also sent via a Text Alert Service.

8. Fines/Fees
- Requested items not returned by the due date result in a fine of $3.00 per day per item with a maximum fine per item of $30.00.
- Borrowers are invoiced for lost items and charges include the replacement cost of each item and an administration charge of $15 per item. If the item is subsequently returned, the administration charge must still be paid.
- Students are flagged on the main student management system (SMS) once they have been invoiced and this blocks the student’s ability to re-enrol and graduate. This is cleared from their SMS record only when payment is made or the item returned and the administration fee paid.
- Persistent defaulters may have their library privileges reduced or removed.
- Replacement costs may also be charged on damaged items.
- MIT staff are liable to the same charges as students.
- Payment options may be available for larger amounts.

9. Overdue laptop / charger penalties
- Over two hours and up to one day – Unable to borrow laptops/chargers for two days
- One – three days – Unable to borrow laptops/chargers for two weeks
- 4 days plus; and serial offenders (i.e. late twice+) – Unable to borrow laptops/chargers for two months

10. Debt Collection
Defaulters will have their account sent to a debt collection agency.

11. Group Study Rooms
There are four study rooms available at MIT Otara Library (S Block). Students must book group study rooms’ online - see the link on the website. Rooms may be booked for a maximum of two hours per day, per group, and may be made up to one week in advance. Rooms will be held for ten minutes after which time another group will take priority. A group consists of two or more students. A computer is available for student use in each of the rooms. Room S206 has been adapted as a presentation room and is equipped with an overhead projector. The student who has booked room S206 must sign the relevant form to take responsibility for the use of equipment before the room key and controls are issued. The room is checked by library staff on return of the key.

12. Printing / copying
- MFDs are available for printing, copying and scanning documents.
- MIT Otara Library - There are two MFDs and two printers available for student use on Level 2 and one MFD on Level 4.
- MIT Manukau Library – MFDs are available on levels 1 and 2.
- Maritime Library – There is one MFD available in the library.
- The printing charge is 10 cents per A4 copy (8 cents for duplex) or 20 cents per A3 copy for B&W. Colour copying is 50 cents per A4 copy (40 cents for duplex) and $1.00 for an A3 copy. NB: a page is charged at the colour price even if 1 line or small picture is colour and the rest is Mono BW. [NB: Prices may be changing in 2017].
- Student ID cards or copier cards can be preloaded at the paystations situated at MIT Otara Library, the North Campus student cafeteria, MIT Manukau level 2 and the Maritime School. Cards may also be topped up online at https://ricohtopup.manukau.ac.nz

13. Items for Sale
The Otara Campus library sells earphones for $2.00.
14. Student Regulations and policies
   More information about student regulations and policies in general at MIT can be found at

15. Contact us
   If you have any questions or comments, please contact Diane Gordon, Associate Librarian, Lending Services on 09 9688777, 022 068 2844 or library-circulation@manukau.ac.nz.