

LENDING SERVICES

The primary function of the Library is to assist St Andrew's Greek Orthodox Theological College (SAGOTC) in its work of teaching and research. However it welcomes all those in need of its theological resources.

THE CATALOGUE

The Library uses Liberty3, an online catalogue accessible through the College website.

Please visit <http://www.sagotc.edu.au/library.html> and go to 'Click here for LIVE library catalogue'.

THE COLLECTION

Main: The Library has an open access collection located on one level.

Reference: Includes Greek and English encyclopaedias, dictionaries, Patristic texts (including *Patrologiae Graeca*), liturgical reference works. For use in Library only.

Periodicals: For use in Library only.

Liturgical Texts collection: Prescribed borrowing period applies.

Byzantine Music collection: Prescribed borrowing period applies.

Microfiche: The *Patrologiae Graeco-Latinae* series is also available on microfiche. Ask the librarian for assistance. For use in Library only.

Closed Reserve: Overnight loans may be available on select items. Please consult the librarian.

BORROWING LIMITS AND RENEWALS

<i>Borrower</i>	<i>Items</i>	<i>Loan Period</i>	<i>Renewals</i>
SAGOTC staff and full-time students	15	14 days	1
SAGOTC part-time students	8	14 days	1
SAGOTC inter-state students	8	14 days	2
SCD staff and students	5	14 days	1
SAGOTC alumni (Sydney only)	5	14 days	Nil
Archdiocese clergy (Sydney only)	5	14 days	Nil
General public residing in Sydney (\$50 p.a.)	5	14 days	Nil

Renewals may be requested in person, by telephone, or by email. Requests for renewal will not be accepted if you have an overdue book or if the item is on hold.

Holds: Only St Andrews staff and students may place holds on books that are out on loan. You will be notified when the book is returned. Holds will only be kept for 7 days.

OVERDUE ITEMS AND POLICY ON FINES

The Library's lending policy aims to optimize access to materials, especially those in demand.

Failure to return or renew an item by the due date will result in a loss of borrowing privileges until the item is returned.

Overdue items will not be renewed.

Maximum number of renewals may not be exceeded.

Fines for overdue items are **50 cents per day**.

Fines for overdue closed reserve items are **1 dollar per day**.

Fines are calculated from the time each item is due until it is returned.

If the item is not returned and deemed "lost" a minimum replacement fee of \$100 or the current retail price of the item (whichever amount is greater) will be charged.

Damaged items will be examined and the above replacement policy may apply.

Outstanding fines or items at the end of the semester will lead to the withholding of academic results and/or permission to graduate.

Poor borrowing habits may lead to an indefinite suspension of borrowing privileges.

Please contact library staff on (02) 9549 3105 if you have any queries.

INFORMATION SERVICES

Library staff can assist with:

- finding resources and references
- searching the Library catalogue
- public internet resources
- public computer workstation

Please ask staff for assistance at any time

PHOTOCOPYING & BINDING

Borrowers are to nominate a PIN code for using the photocopier which the library staff will record and keep private.

All photocopying is **pre-paid**. The library staff will input your credit into the photocopier according to the following schedule of charges.

Number of Copies	Cost
20	\$1 (minimum)
40	\$2
100	\$5
200	\$10

Sheets of **Copier Transparency Film** are available for **50 cents** plus the normal cost of photocopying.

Binding is available at a cost of **2 dollars** per item.

Lamination is available at a cost of **1 dollar** per page of A4 paper.

RULES

- Please **return items** to the librarian's front desk. If the library is closed please return items to the reception office of the Archdiocese.
- **Materials used in the Library** will be re-shelved by staff. Please leave this material in the bay underneath the catalogue computer terminals
- Food and drink **may not** be consumed in the Library
- Quiet discussion is permitted
- Mobile telephones should be **switched off**
- The Library is a smoke free environment
- Library users are expected to show consideration for others and to dress appropriately in the Library
- Library or personal items are not to be left on desks overnight or when you leave the Library

DONATIONS

Donations of appropriate **material resources** are of great value in building the Library as a centre of theological research and are much appreciated.

Donations of **money** over \$2 are tax deductible.

The information in this brochure was last updated on 26 July 2010.



LIBRARY
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Theological College
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Email. library@greekorthodox.org.au

Web. www.sagotc.edu.au

Opening Hours:

During Teaching and Examination Weeks
10am-2pm & 3pm-8pm (Monday to Thursday)
* May be closed after 6pm under certain circumstances. Please ring before visiting.
10am-1pm & 2pm-4pm (Friday)

During Non-Teaching Weeks
10am-2pm & 3pm-4pm (Monday to Friday)

Closed on National and NSW Public Holidays
Closed on Major Feast Days:
6 January, 25 March, Holy Friday and Easter Monday, 15 August