



Autism SA Online Library Borrower Guidelines

The Autism SA Online Library Service is available to individuals and families registered with Autism SA at no cost. Other members of the community may utilise the service by becoming Associate Members of Autism SA.

Hours of operation

- The Autism SA Online Library provides a 24-hour library and eBook browse & searching service. Hard-copy books and other resources can be browsed online at: <http://bookmark.central.sa.edu.au/autismsa.htm>. Borrowers must email mypathways@autismsa.org.au or call Autism SA Infoline between the hours 9am to 5pm Monday to Friday to loan an item from the online library. These items will be made available within 2 business days. eBooks can be browsed and loaned at: <http://autismsa.ebib.com>. First time borrowers will need to request a login account to use the eBook service.

Reserved items

- For library items already on loan to another borrower, a staff member will call you to let you know the item has become available. Items will be held for 2 weeks from the date of this call. If it has not been borrowed by this date the reservation is removed and it will be returned the shelf for general borrowing. eBooks owned by Autism SA are available for multiple concurrent loan by account holders.

eBook acquisitions

- The eBook searching service allows borrowers to view an extensive catalogue of eBooks. Autism SA has pre-purchased a selection of these books and this selection is available for immediate loan by account holders. Account holders are able to request eBooks for purchase by Autism SA. For further details please refer to eBook Instructions available on the Autism SA website.

Borrowing limit

- A maximum of 5 library items can be borrowed at one time. This can be a combination of any resource type e.g. books or DVDs.

Borrowing length

- Library items can be borrowed for a maximum of 4 weeks by registered Members. Items can be renewed if they are not reserved by another borrower. A Due Date slip will be given out with each set of resources borrowed. eBooks can be accessed by approved users for up to 7 days per loan.

Collection of items

- Library items can be collected from Autism SA at either 6-8 MAB Circuit, Tonsley, South Australia or 1/57 Elizabeth Way, Elizabeth, South Australia. Alternatively, items can be sent out to borrowers and returned to Autism SA at no charge, using the DECD courier bag at your local public kindy/school. If you wish to use the courier service please check with the kindy/school to confirm the courier is available to be used.

Returning items

- **It is the responsibility of the borrower to ensure that they will be able to return items to Autism SA by the due date.** Library items must be returned to Autism SA at 6-8 MAB Circuit, Tonsley, South Australia, or 1/57 Elizabeth Way, Elizabeth, South Australia. Items can also be returned to Autism SA via Australia Post (at borrower's expense) when mailed to: Autism SA, PO Box 556, Melrose Park DC SA 5039. Alternatively, items can be returned, free of charge, via the DECD courier system at participating public kindergartens and schools. Please ensure items are packaged and clearly marked to "Autism SA".

Annual stock take and closure

- Autism SA ceases loaning out hard-copy books and resources on the second Monday in November and requires all resources be returned by the second Monday in December. The library is then closed for stock take from this day until the service recommences in the new year. Please note, resources can be returned at any time during this closure. The eBook service is continuous and will be available during stocktake.

Lost or damaged resources

- Borrowers are responsible for all resources borrowed and may be held liable for any loss or damage. A Borrower may be invoiced for the repair or full cost of a replacement item which will be payable to Autism SA together with a service fee. Failure to pay invoice can lead to restrictions on future borrowing and Autism SA may undertake steps to recover the debt.