SIES
Statewide Inclusive Education Services

72a Marlborough Street
Henley Beach SA 5022
P 8235 2871
SIES.library558@schools.sa.edu.au

INFORMATION FOR NEW BORROWERS

OPENING HOURS	♦ 8.30am – 5.00pm Monday, Wednesday, Thursday, Friday ♦ 8.30am – 3.00pm Tuesday ♦ 9.00am – 4.00pm School Holidays (Closed for 4 weeks - Christmas / New Year)
BORROWING LIMITS	Parents/carers/approved agencies: ♦ May borrow up to **5** resources ♦ Metropolitan borrowers are required to collect and return resources directly to SIES – country borrowers see information below. Department personnel: ♦ May borrow up to **10** resources ♦ Due to the high demand of resources a limit may be placed on the number of items on loan at one time by individual sites.
GENERAL CONDITIONS	♦ Borrowers may only borrow resources *in their own name*. Authorisation is required if collecting resources for others. ♦ All resources are couriered to sites using the Department courier service. ♦ Metropolitan **4** weeks ♦ Country **6** weeks ♦ SIES will pack and post resources requested by country borrowers. ♦ Country parents/carers and approved agencies are **responsible for the cost of returning** resources. ♦ For safe handling returns should be boxed, wrapped, tied securely and clearly labeled. ♦ One extension can be negotiated if there are no reserves and the current loan is not overdue. Assessments: ♦ Maximum of **4** assessments are available for evaluation by Department personnel. ♦ A 2 week loan for metropolitan and 4 week loan for country borrowers applies. ♦ If required for professional development, the loan of additional assessments may be negotiated. Switch adapted resources: ♦ Restricted for use by learners with severe multiple disabilities / switch users. ♦ **1** resource per individual student and up to **2** for a class group may be borrowed.
BORROWERS RESPONSIBILITIES	♦ Maintaining of resources including cleaning when returning ♦ Adequate arrangements are made for their return *e.g.* courier, post and resources are parceled appropriately to minimise loss or damage ♦ Complying with copyright restrictions.

BORROWERS ARE LIABLE FOR ANY ITEMS IN THEIR NAME UNTIL POINT OF RETURN, INCLUDING COST OF REPAIR/REPLACEMENT IF DAMAGED OR LOST.

Government of South Australia
Department for Education