Victory INSTITUTE
Victory Institute of Vocational Education Pty. Ltd. T/A Victory Institute
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LIBRARY LOAN FORM

Student Name _____ Student ID _____

No.	Item ID	Title	Loan Date	Return Date

Conditions of Loan: Please keep a copy for your information.

When borrowing books students of Victory Institute will have to present their ID cards to reception and fill in the library booking form. All books, CDs, cassettes, DVDs etc. must be returned within two weeks. Students will be allowed an extension period if necessary once the books have been returned at the right time. The Administration Department will give the final approval.
All books are subject to 10 cents a day fine after the borrowing period has elapsed.
The opening and closing hours for borrowing and use of library is 8.30am to 4.45pm.
Reserve books: any overnight, 3-day loan, and 7-day loan reserve book is subject to a $1.00 fee per day.
Lost books - If the lost book is in print, the student pays the cost of the book plus a $5.00 processing fee. If the book is out of print, the cost will be determined on an individual basis. If a lost book, which has been paid for, is found and returned, the student will be refunded the replacement costs minus applicable fines.

Student's Signature Here.

Date: _____

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