POSTAL LOANS SERVICE FOR DISTANCE LEARNING STUDENTS

A postal loans service is available to distance learning students who

(a) are currently enrolled on a course at Doncaster College.
(b) are currently registered as members of the College’s Learning Resource Centres
(c) have individually paid the sum of £10 to cover additional costs of the service such as postage and copyright charges and
(d) agree to abide by the under noted conditions.

Terms and Conditions

1) Requests for postal loans may be made by email (postal.loan@don.ac.uk) or by letter (Postal Loans, Learning Resource Centre, Doncaster College, High Melton, Doncaster DN5 7SZ). As a security measure, you must quote your user ID.

Books may be renewed via the Web Catalogue at http://www.don.ac.uk/lrc, by e-mail to hmlrc.engdesk@don.ac.uk or by telephoning the Learning Resource Centre number 01302 553722. Please quote your user ID.

2) Fines will be charged for the late return or renewal of books loaned.

3) Students will be responsible for paying the postal charges for returning the books to the Learning Resource Centre. It is recommended that you use a secure and traceable method of returning books by post.

I agree to abide by the conditions of the postal loan service.

Signed…………………………………………… Date………………………………………

POSTAL LOANS SERVICE FOR DISTANCE LEARNING STUDENTS – APPLICATION

I agree to abide by the conditions of the postal loan service

User name: ................................................. User ID:...................................................

Course: ..............................................................................................................................

Fee Paid: £10.00 □ YES □ NO (Please tick as appropriate)

Please make cheques payable to: Doncaster College

Signature: ................................................. Date: ...................................................

Please send completed forms to: Postal Loans, Learning Resource Centre, Doncaster College, High Melton, Doncaster DN5 7SZ