

UNIVERSITY OF NEW ENGLAND

LIBRARY POLICY

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Related Policies or Other Documents:	Rules for the Use of Information and Communication Facilities and Services Student Behavioural Misconduct Rules

1. Rationale and Scope

The University of New England provides library services to support the learning, teaching and research activities of students and staff of the University, associated organisations and the community at large.

As appropriate the University Librarian may delegate responsibilities under this Policy to other officers of the Library.

2. Definitions

- a. 'Library materials' includes print and electronic books and journals, databases, audiovisual items, electronic equipment, computer hardware, software, furniture and room fittings.
- b. 'Library' means the Dixson Library and the Law Library.

3. Eligibility to use the Library.

The following may become registered borrowers:

- a. enrolled students of UNE;
- b. staff employed by, or associated with, UNE and staff of formally associated groups or bodies;
- c. UNE Council members;
- d. UNE former staff;
- e. UNE alumni;
- f. students and staff of other universities in accordance with the conditions outlined by University Library Australia;
- g. other persons as determined by the University Librarian from time to time.

4. Library admission

- 4.1 Any person may use the Library collections without registering as a borrower during the hours of opening. A range of services is available to members of the public. This range of services is conditional on circumstances including contract specifications and copyright limitations.

- 4.2 The Librarian may require persons under the age of 16 years to be accompanied by an adult who shall be responsible for their compliance with UNE rules and policies .
- 4.3 Library staff may at any time require any person present in the Library to give proof of identity by production of a UNE identification card or other similar evidence.
- 4.4 Entry to the Library is taken to indicate acceptance of this Policy and agreement to be governed by UNE rules and policies when in the Library or using Library materials.

5. Borrowing Library Material

- 5.1 Borrowers must tender a valid UNE identification card or photographic identification as specified for community or reciprocal borrowers.
- 5.2 All borrowed material must be returned within the time prescribed at the time of borrowing.
- 5.3 Where borrowed material has been recalled by another library borrower, this material must be returned as prescribed.
- 5.4 Borrowers remain responsible for the care of Library materials until they are returned to the Library.

6. Conduct in the Library

Users of the Library are expected to be considerate of the comfort and convenience of others. In particular:

- a. eating and drinking are not permitted except in designated areas as determined by the University Librarian;
- b. smoking is prohibited throughout the Library;
- c. mobile phones and audible pagers are to be switched to silent mode on entry to the Library and are not to be used within the Library precincts;
- d. cameras and other audiovisual recording equipment are not to be used in the Library except with the approval of the University Librarian;
- e. animals (other than guide dogs) may not be brought into the Library;
- f. talking is not allowed in designated 'Silent Zone' areas;
- g. notices, newspapers, broadsheets, advertising or other material may only be displayed or distributed with the approval of the University Librarian or a delegated Library officer;
- h. users may not deface, damage or destroy books or other library material; and
- i. users may not in any way interfere with the personal belongings of other Library users.

7. Electronic Facilities

The Library provides computer workstations and other electronic facilities to support access by students and staff to information resources. The use of electronic facilities is subject to Australian and NSW laws and UNE by-laws, and rules including:

- a. Copyright Act 1968
- b. Telecommunications Act 1997
- c. Student Behavioural Misconduct Rules
- d. Rules for the Use of Information and Communication Facilities and Services
- e. this Policy; and
- f. UNE licensing agreements.

Users of electronic facilities must abide by these usage rules.

8. User penalties

- 8.1 Penalties apply to Library material returned after the due date or damaged while on loan.
- 8.2 Unpaid penalties may lead to the suspension of Borrower's privileges until payment in full of all penalties has been made.
- 8.3 Where penalties remain unpaid at the end of the academic year, the University may refuse to supply academic transcripts or allow students to graduate until payment in full of all penalties has been made.
- 8.4 Details of loan periods and penalties for late or non-return of borrowed material are displayed on the Library Web site.
- 8.5 Persons conducting themselves contrary to this Policy or in any way which is not a proper use of the Library, or which interferes with the comfort, convenience or use of the Library by others:
 - a. may be asked to leave the Library; and/or
 - b. denied access to the Library; and/or
 - c. have their borrowing rights revoked; and/or
 - d. incur such penalties as deemed appropriate by the University Librarian as provided in the Student Behavioural Misconduct Rules.