

# THE UNIVERSITY OF NEW ENGLAND LIBRARY RULES

**Document Type:** Rule

**Administering Entity:** Dixson Library

**Records Management System Number:** D07/33240

**Date Board Endorsement:** (if applicable)

**Date Approved:** 26/07/2007

**Approved by:** University Librarian

**Indicative Time for Review:**

**Responsibility for Review:** Dixson Library

**Related Policies or Other Documents:**

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

Library Rules should be read in conjunction with the University Rules as made under the University of New England Act 1993, section 29, 2 as published in the *Handbook*. As appropriate the University Librarian may delegate responsibilities under these Rules to other officers of the Library.

## **1. Eligibility to use the Library**

The following persons may become registered borrowers of the Library:

- Enrolled students of the University of New England
- Staff employed by or associated with the University of New England and staff of formally associated groups or bodies
- Members of the general public (upon payment of a fee determined by the Librarian)
- Students and staff of other universities in accordance with the conditions outlined by *University Library Australia*

## **2. Entry to the Library**

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

The Librarian may require persons under the age of 16 years to be accompanied by an adult deemed responsible for their abiding by the Rules. Library staff at any time may request any person present in the Library to give proof of identity by production of a University of New England ID Card or other similar evidence.

Entry to the Library is taken to indicate acceptance of these Rules and agreement to be governed by them.

### **3. Borrowing Library Material**

Conditions for borrowing library materials:

- Borrowers must tender a current University of New England ID Card or identification as specified for community or reciprocal borrowers
- Return all borrowed material within the time prescribed at the time of borrowing
- Where borrowed material has been recalled by another library borrower, return this material as prescribed
- Take all care of material borrowed

Persons borrowing library material remain responsible for the care of this material until it is returned to the Library. When material is returned after the due date or is damaged while on loan, penalties will apply. Should these penalties not be paid, the Library will suspend the borrower's right to borrow until payment in full has been made. 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 such penalties are paid in full.

Details of loan periods and penalties for late or non-return of borrowed material are displayed in the Library.

### **4. Conduct of Library Users**

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

- Smoking is prohibited throughout the Library
- Consumption of food or drink other than bottled water is prohibited
- Mobile phones and audible pagers must be switched off
- Animals, other than guide dogs, may not be brought into the Library
- Talking is not allowed in designated "Silent Zone" areas
- Notices, newspapers, broadsheets, advertising or other material may only be displayed or distributed with the approval of the University Librarian

- Library users may not deface, damage or destroy books or other library material
- Library users may not in any way interfere with the personal belongings of other library users

Persons conducting themselves contrary to the guidelines above or any other way which is not a proper use of the Library, or which interferes with the comfort, convenience or use of the Library by others may be asked to leave the Library, denied access to the Library, have their borrowing rights revoked, and/or be fined as deemed appropriate by the University Librarian, as provided in the Rules for Student Conduct as published annually in the *Handbook*.

## **5. 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 relevant Australian and NSW legislation including the Copyright Act 1968, Telecommunications Act 1997, relevant University policies and Library rules as well as licensing agreements. Users of electronic facilities must abide by these usage rules.