

LIBRARY AND RESOURCES ACCESS PROCEDURE

Section 1 - Purpose and Scope

- (1) This Procedure implements the Library Collection Policy.
- (2) This Procedure applies to all staff, students and external users of the College's Library and its resources.

Section 2 – Definitions

- (3) In addition to the definitions in the Library Collection Policy:
 - (a) **PT** means prescribed text.
 - (b) **RES** means items in reserves.
 - (c) **TEA** means the TEAcher resource collection purchased for academic teaching staff.

Section 3 – Procedure

Library rules

- (4) All users have a right to access the Library services and facilities without undue distraction or disturbance, to ensure it is an appropriate environment for study, research and professional assistance.
- (5) All users must follow the reasonable directions of Library staff as to the use of the Library spaces and its resources.
- (6) Users are required to turn off mobile phones or switch to silent mode.
- (7) Users must use headphones for audio/visual media.
- (8) Users are not permitted to bring hot food into the library.
- (9) All material on loan is subject to recall to meet demand.
- (10) The Library has a range of electronic full-text databases, eBooks and digital video content.
 - (a) Under the terms of the College's licence agreements, access to this material on-campus and remotely is restricted to current College staff and students.
 - (b) External users, including alumni, may have access to some electronic, full-text databases as "walk ins" only.

- (c) Passwords for all online material licensed to the College must not be passed onto members of the general public (including external users).
 - (d) Current and former Library users must not provide copies of resources, made available under online resource licences negotiated on behalf of the Library, to any person who is not studying or working at the College.
- (11) Students should not use resources licensed solely for the use of staff or students at institutions other than ACPE or use logins that allow access to these and other resources at these institutions. A student in breach of these requirements will be dealt with under the Student Misconduct Policy (for non-academic matters) and associated Procedure.

Borrowing privileges and library fines

- (12) All Library users must return their library loans on or before the due date, or when recalled.
- (a) It is the Library user's responsibility to know when items are due and to respond immediately to all Library overdue notices and recalls.
- (13) The borrowing privileges, fines for overdue notices and other information (conditions of use) for different categories of Library users are set out as follows:
- (a) Schedule A: Students.
 - (b) Schedule B: Staff.
 - (c) Schedule C: External users including alumni.
- (14) Each Library user:
- (a) is responsible for all library materials borrowed in their name until the items are returned to the Library and checked in on the Library system; and
 - (b) may be charged for any item which is damaged, lost or not returned.
 - (c) Waiving of any fines or charges is at the discretion of Head Librarian.

The Library Collection and Services

The Lending Collection

- (15) The Lending collection contains the bulk of the Library's physical materials and includes formats such as books, DVDs and posters.
- (16) Items in the Lending collection may be:
- (a) renewed providing another borrower has not reserved them; or
 - (b) placed on hold. The user will be contacted by email and the item kept at the front desk for 3 days. If not collected within this timeframe the item is returned to the shelves.

Reserve Collection

- (17) The Reserve collection comprises resources which are prescribed readings.
- (a) Library staff place items in the Reserve collection if they are listed as prescribed.
 - (b) Library staff may place other works in TEA if they are in heavy demand.
 - (c) Reserve collection items may be held by speaking to Library staff.
 - (d) Items at risk of damage from poor handling are also placed in RES (i.e. ring bound PT).

Note: Staff are encouraged to advise Library staff, as early as possible, of prescribed, required or recommended resources which may be in heavy demand. Additional copies of resources may be purchased where appropriate. eCopy is preferred.

Serials Collection

- (18) The Serials collection consists of academic journals related to specific areas of study offered by the College.

Theses and Archives Collections

- (19) Items in the Theses and Archives collections are for reference only and may only be accessed within the Library.

Online Material

- (20) The Library provides access to a broad range of online materials, including online subscription journals, ebooks, and streaming audio and video resources. Materials can be accessed via the Library's website: www.library.acpe.edu.au, using ACPE's authentication credentials.

Inter-Library Loans

- (21) The Inter-Library Loans Service provides access to books and journal articles, which are not held in the Library, for research and study purposes.

Note: Staff enrolled in non-ACPE degree programs should request all associated Inter-Library Loans directly through the university at which they are enrolled and not through the College Library.

Photocopying, Scanning and Printing

- (22) All Library users must ensure that any photocopying, scanning and printing does not infringe copyright law.
- (a) For educational purposes, the *Copyright Act 1968* permits the copying of up to 10% of a publication, or one chapter, and one journal article per journal

issue, unless the articles are on the same specific subject. Users are referred to the copyright notices which are displayed beside the photocopiers.

Note: The copying of digital resources is not permitted under the Copyright Act 1968 and is prohibited unless special permission has been granted by the copyright owner, or the work has been initially copied under the College's Screenrights License. For further information on the ACPE Screenrights License please visit the ACPE Library's copyright website at <https://library.acpe.edu.au/copyright>.

Equipment

- (23) Equipment is available for loan by staff and students. Users must adhere to the conditions of use for the equipment including:
- (a) whether the item can be taken off-site, remain within the Library or remain on-site within the campus;
 - (b) returning the equipment to the Library no later than the time specified when the item was borrowed;
 - (c) returning the equipment in good condition; and
 - (d) not using the equipment for personal use nor is equipment available to students for use during practicums.
- (24) The equipment remains the responsibility of the person who has borrowed it until it is returned to the Library.
- (a) It is a condition of use that the student agrees to replace equipment should it be damaged, lost or stolen whilst in their possession.

Note: The College's insurance policy allows, **in certain circumstances**, for offsite usage of equipment provided it is being used for College business.

- (25) Advance booking of equipment is recommended to ensure availability.
- (26) Students and staff are responsible for transferring any of their work saved on library audio-visual and computer equipment to a personal storage device before returning the equipment.
- (a) Library staff erase data on the equipment when it is returned and any non-copied data is not retrievable.
- (27) The College:
- (a) does not give any guarantee or warranty that any audio-visual or other equipment borrowed from the Library is suitable for use in the user's personal equipment or device; and
 - (b) is unable to accept any liability for any damage to the user's equipment, device or software programs which results from the use of audio-visual or other equipment.

Equipment available includes: laptops and data projectors; video cameras (including dance cameras) and tripods; Dictaphones; lapel microphones; clickers; headphones; SD cards and readers; Mobile phone clamps; gimbal; Blood pressure monitors; Anatomy models; portable CD players and Macbooks.

SCHEDULE A – STUDENTS' CONDITIONS OF USE

Student Identification Cards

- (28) Students must use their Student identification cards for all Library-related transactions such as borrowing, renewals, reservations, photocopying and printing.
- (29) Student identification cards are not transferable. Each student is responsible for all items borrowed on their card until they are removed from the student's record on the Library system by the return of the items to the Library.

Note: Students are encouraged not to pass Library resources on to another student as they remain personally responsible for any loss or damage, and for any overdue fines that may be payable.

Borrowing privileges

- (29) Students may borrow up to **ten (10)** items across the Lending Collection with the exception of the Reserve, TEA and equipment, where the limit is a total of **two (2)** items at any one time.
- (30) A student may borrow additional items, and / or have the loan periods extended, at the discretion of the Library staff on duty.
- (31) The table below summarises the loan periods for students available for different collections.

Collection	Regular Loan Period	Online Loan Period	Renewals Allowed
Lending Collection	2 weeks; 1 week for PT	4 weeks	2
Reserve	3 hours/overnight to be returned no later than 9am the following morning		None
Equipment	1 day		1
Archives; Serials; Theses	Not usually available for loan – at discretion of Library staff		

Note: Loan periods take into account Library closed days (that is, weekends, and any declared public or College holidays).

(32) Students should note that:

- (a) Loan receipts, holds and overdue notices are sent to the student's ACPE email account. It is the student's responsibility to check their email on a regular basis and to respond promptly to all library notices.
- (b) A student's borrowing privileges will be suspended with overdue books or outstanding library fines of \$30.00 or more.
- (c) Where a student does not respond to the overdue notices, or clear the Library fines that have been levied, their examination transcripts will be withheld until Library accounts have been cleared.

(33) The table below summarises the student overdue and replacement process, and related fines, for the most-used collections.

Collection	Courtesy Period	Overdue Fine Period			Replacement Period			
		Total overdue notices sent	Period before 1 st overdue notice	Period before 2 nd and 3 rd overdue notices	Overdue fine rates (exclude weekends & holidays)	Period until notice to replace item	Replacement fee	Admin fee
Lending	1 day before item is due	3	1 day after item is due	1 week	\$1/day	15 days	\$ cost of replacement	
Reserve	Nil		Morning after due date	1 day	\$2/hour	1 day		

Note: Library closed days (that is, weekends, and any declared public or College holidays) are ignored when calculating due dates.

SCHEDULE B – STAFF CONDITIONS OF USE

(34) Any staff, when borrowing from the College Library for the first time, become registered users.

Note: Library staff should be notified when new staff members commence to facilitate this.

(35) Staff may borrow up to **twenty (20)** items across any collection available for loan, with the exception of the TEA collection, where the limit is **two (2)** items.

- (a) More items may be borrowed and loan periods extended at the discretion of the Library staff.

(36) The table below summarises the loan periods for staff available for different collections.

Collection	Loan period	Renewals allowed
Lending (including audio-visual)	4 weeks	2
Reserve	3 hours / overnight to be returned no later than 9am the following morning	None
TEA	8 weeks	
Equipment	1 day	1
Periodicals, Archives, Theses	Discretion of Library staff	

Note: Loan periods take into account Library closed days (that is, weekends, and any declared public or College holidays).

(37) Staff should note that:

- (a) A courtesy notice is sent prior to the due date for the Lending Collection items, followed by overdue notices.
- (b) If an item is still not returned, a replacement notice is issued.
- (c) Staff members may be blocked from further borrowing until the overdue items are returned or renewed.

SCHEDULE C – EXTERNAL USERS CONDITIONS OF USE

(38) Membership of the Library is available to Alumni (graduates of the College) and members of the public, subject to payment of the annual membership fee.

- (a) The annual membership fee for College alumni is **\$20 per annum** (no fee payable for membership for the year immediately following completion of studies).
- (b) The annual membership fee for members of the public is **\$50 per annum**.

(39) Persons seeking membership of the Library must supply a digital photograph for the Library membership card. Turnaround time from the time of application to the availability of the card is approximately one week.

(40) The library membership card:

- (a) must be presented before borrowing and using the Library services; and
- (b) is not transferable.

(41) External users must notify the Library immediately of changes in address or contact information.

(42) Any person found in breach of this Procedure may have their membership cancelled.

- (43) Membership entitles users to borrow **five (5)** items from the Lending Collection for a period of two weeks.
- Items held in restricted collections such as Reserve, PT, TEA, Archives and Serials are not available for loan but may be accessed onsite.
 - Access to some electronic, full-text databases may be available as “walk ins” only.
 - Items may be renewed once unless they are reserved by another Library user.
 - Overdue items incur fines and an external user's borrowing privileges are suspended if fines reach an amount of \$30.00, or if items are overdue.
 - Where overdue items are lost, damaged or not returned following the receipt of three overdue notices, the external user will be invoiced for a replacement cost.

Related documents

This Procedure should be read in conjunction with but is not limited to:

- Library Collection Policy
- Copyright Policy

Legislation:

- Higher Education Standards Framework (Threshold Standards) 2021
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)
- Copyright Act 1968 (Cth)

Document Administration

Policy Name	Library and Resources Access Procedure
Policy Owner	Head Librarian
Approval Authority	Academic Board
Approval Date	02 April 2024
Effective Date	As at Approval Date
Next Review #	Three years from the Approval Date
Amendment history	
Version 1:	This Procedure incorporates the following Policies (which are now removed): <ul style="list-style-type: none"> - Academic Staff Library Use Policy (POL-25) - External Lending Policy (POL-27) - Student Library Loans and Resources Access Policy (POL-28) - Student Library Rules Policy (POL-29) - Student Use of Equipment Policy (POL-30)

Unless otherwise indicated, this Procedure will still apply beyond the Review date