

## POLICY DOCUMENT

# STAFF LIBRARY USE POLICY

## 1 Purpose and Scope

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The purpose of this policy is to provide ACPE staff with a clear understanding of their entitlements as borrowers.

## 2 Policy Statement

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### 2.1 Library Rules

**2.1.1** All users have a right to access library services and facilities without undue distraction or disturbance.

**2.1.2** Mobile phones must be turned off or switched to silent mode.

**2.1.3** All staff must complete a library membership application form if they wish to borrow from the College library. The library card becomes their staff ID. Library staff need to be notified when all new staff members commence to facilitate this.

Users are responsible for all library materials borrowed in their name until the items are returned to the library and checked in on the library system. Staff may be charged for any item which is damaged, lost or not returned. Waiving of charges is at the discretion of Head Librarian.

**2.1.4** All material on loan is subject to recall. Materials will be recalled by library staff from time to time to meet high demand, for example, where an item is on hold or required to be placed in Reserve.

**2.1.5** The library has a range of electronic full-text databases, eBooks and digital video content. Under the terms of the College's licence agreements, access to this material on campus and remotely is only available to ACPE staff and students. Alumni, community and external users have access to some electronic, full-text databases as "walk ins" only.

**2.1.6** Passwords for all electronic material licensed to ACPE via the library must not be passed on to non ACPE College, ACPE staff or general public. Current and past ACPE College clients 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 teaching at ACPE.

**2.1.7** It is the responsibility of all library clients to ensure that photocopying and printing does not infringe copyright law. Please refer to the ACPE Copyright Policy document.

## **2.2 Lending Policy**

### **2.2.1 Borrowing Privileges**

ACPE staff may borrow up to 20 items across any collection available for loan, with the exception of the TEA collection, where the limit is two items. More items may be borrowed and loan periods extended, for example semester loans, at the discretion of the library staff.

The following table summarises the loan periods available for different collections.

<b>Collection</b>	<b>Loan period</b>	<b>Renewals allowed</b>
Lending (including AV)	4 weeks	2
Reserve	3	
TEA	8 weeks	
Equipment	1 day	1
Periodicals, Archives, Theses	Discretion of library staff	

Items which are on loan remain the responsibility of the person who has borrowed them until they are returned to the library. Library clients have a responsibility to ensure that all loans are returned by their due date and to respond to overdue notices as quickly as possible.

Staff members with lost items may be blocked from borrowing until the overdue items are returned or renewed.

### **2.2.2 Library Overdue Notices**

Staff will receive a courtesy notice prior to the due date for the lending collection items, followed by overdue notices. If items are still not returned, a replacement notice is issued.

### **2.2.3 Audio Visual and Teaching Equipment**

Audio Visual equipment is available from the library. Advanced bookings are recommended to ensure availability. The equipment available includes:

- laptops & data projectors
- still & video cameras, and tripods
- dictaphones, lapel microphones, clickers, headsets and headphones
- USB drives, SD cards and readers
- Mobile phone clamps, gimbals
- Blood pressure monitors
- Anatomy models
- portable CD & DVD players, iPod/MP3 docking stations, and portable speakers
- Dance cameras and Macbooks for use by dance and coaching staff and students
- All equipment borrowed remains the responsibility of the person who has borrowed it until it is returned to the library.
- When borrowing Audio Visual equipment, staff are responsible for transferring their work to a personal non-library storage device. Library staff erase data on this equipment when returned and any non-copied data will not be retrievable.
- The College's insurance policy allows offsite usage of the equipment provided it is being used for college business.

### **2.2.4 Reserve**

Items are placed in the Reserve collection if they are listed as prescribed. Library staff may place other works in TEA if they are in heavy demand.

Staff if possible, should advise library staff of prescribed, required or recommended resources which they feel will be in heavy demand as early as possible. The library may purchase multiple copies of resources depending on student numbers and the likelihood of that resource being used across multiple units or in subsequent semesters. eCopy is preferred.

### **2.2.5 Inter Library Loans**

The Inter Library Loans Service provides access to books and journal articles, which are not held in the library, for research and study purposes. An online Inter Library Loan Request form can be found in the library databases. This ILL form has an embedded copyright form for copyright compliance.

Please note that staff enrolled in Masters and PhD programs should request all associated Inter Library Loans directly through the university at which they are enrolled and not through the library.

### 3 Definitions

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N/A

### 4 Related Documents

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- Collection Development Policy
- External Lending Policy
- Student Library Rules Policy
- Student Library Loans and Resource Access Policy
- Student Use of Equipment Policy

**Legislation:**

- Higher Education Standards Framework 2015
- Tertiary Education Quality and Standards Agency Act 2011
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018

### 5 Document Administration

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<b>Policy Name &amp; Code:</b>			Academic Staff Library Use Policy (POL-25)
<b>Policy Owner:</b>			Head Librarian
<b>Approval Authority:</b>			Academic Board
<b>Next Review:</b>			September 2023
<b>Approval Date</b>	<b>Effective Date</b>	<b>Version</b>	<b>Summary of changes</b>
01 Mar 15	02 Mar 15	1	Document approved by Dr. Brian Nook, Dean and Head of College, ACPE.

28 May 19	29 May 19	2	<p>Revision date: 19 March 2019.</p> <ul style="list-style-type: none"> <li>• Format changed in line with the new document template for ACPE policies and procedures.</li> <li>• Related Documents section added to include list of related policies, procedures, and other documents.</li> <li>• Policy Administration Section (Policy Owner) added.</li> <li>• Job titles updated to reflect current practices. Library and borrowing rules revised, in line with procedures.</li> <li>• Policy content checked against HES 2.1 and 3.3.1; and, National Code Standard 11.2.5, for compliance.</li> <li>• Key stakeholder consultation: ACPE Information Services Librarian and Library Officer.</li> </ul>
11 Aug 20	26 Nov 20	2.5	<p>Revised: 23 October 2020</p> <ul style="list-style-type: none"> <li>• Paragraph 2.1.3. reworded.</li> <li>• Minor adjustments.</li> <li>• Formatting changes (font type and numbering system).</li> </ul>

\* Unless otherwise indicated, this policy will still apply beyond the review date.