



## POLICY DOCUMENT

### E6.2 STUDENT LIBRARY LOANS & RESOURCE ACCESS POLICY

## 1 Policy Statement

This policy will outline requirements and processes for student library loans and resource access of ACPE library materials.

## 2 Purpose and Scope

The purpose of this policy is to outline the rules and guidelines for ACPE College and ACPE Academy student use of ACPE library resources. This policy assists in ensuring that the use of library resources and online services is ethical and fair. Users are required to respect, and comply with, the conditions necessary to provide effective access to materials by library users. By using the library and its online services students agree to the terms of this policy.

## 3 Policy Provisions

### 3.1 Borrowing From The Library

#### 3.1.1 Loan Periods and General Loan Limit

Students may borrow up to 10 items across any collection available for loan, with the exception of the Reserve collection, where the limit is two items at any one time.

More items may be borrowed and loan periods extended at the discretion of the library staff on duty. The following table summarises the loan periods available for different collections. Loan periods take into account library closed days (ie weekends, and any declared public or college holidays). Renewals are not allowed on overdue items.

Collection	Regular Loan period	Distance Loan Period	Renewals allowed
Main Collection	2 weeks	4 weeks	2
Audio Visual			
Reserve	3 hours/overnight		None
Equipment		1 day	1
Reference; Stack; Serials; Theses; Closed Access	Not available for loan		

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### 3.1.2 Main Collection and Audio Visual Collection ['MC' and 'AV']

These collections contain the bulk of the library's physical materials including Fiction and Biography items.

These collection items may be in formats such as books, DVDs, and kits. Small and medium sized items should be returned via the library's book return chute in the library lobby.

Items in these collections may be renewed providing another borrower has not reserved them. Items must then be returned to the library to allow equitable access for others.

### 3.1.3 Equipment

Equipment (laptops, data projectors, digital cameras, etc) is available for loan at the front desk. Advance bookings are highly recommended and may be made at the desk. Students are not permitted to borrow Audio Visual equipment for use during practicum or for personal use.

Students may use library laptops within the library for the purpose of writing assignments, provided the laptops are not reserved for use by academic staff and provided that all other library PCs are in use.

When borrowing Audio Visual and computer equipment, students are responsible for transferring their work to a non-library storage device before returning this equipment to the front desks. Library staff erase data on equipment when returned and any non-copied data will thus not be retrievable.

All equipment and any large items should be handed to library staff at the front desks.

Please refer to the library's *Student Use of Equipment* policy for further details.

### 3.1.4 Reserve ['RES']

The Reserve Collection comprises resources and books which are recommended readings and have been moved to a separate area in the library. Reserve materials may be borrowed during the day for three hour periods for use within the library. They are also available for overnight loan when borrowed three hours before the library closes, to be returned no later than 9:00 am the following morning.

### 3.1.5 Reference Collection ['R']

This collection includes dictionaries, handbooks, encyclopaedias, year books, annual reports, indexes and bibliographies, legislation and statistical information. The Reference Collection is for use within the library only.

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### 3.1.6 Serials Collection ['S']

The Serial Collection consists of academic journals related to the specific areas of study offered at ACPE. Serials are for use within the library only with older issues kept in the 'Stack' storage room. Journal articles may be photocopied within the limits required by the Australian Copyright Act.

### 3.1.7 Theses and Closed Access Collections

Items in the above Collections are for reference only and may only be used within the library. Please ask for assistance at the Loans desk.

## 3.2 Online materials

The library also provides access to a broad range of online materials, including online subscription journals, ebooks, and streaming audio and video resources. These materials can be accessed via the library's search tool Primo Search, and/or via the library's website: [library.acpe.edu.au](http://library.acpe.edu.au).

Under the terms of the original licence agreements with online service providers, access to the library's online material is only available to College staff and students. However access to some databases has since been negotiated for ACPE Academy. Databases unavailable to Academy staff and students are marked with an asterisk (\*) on the library website's database page.

Equally, ACPE College or Academy students should not use resources licenced 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.

Any student in breach of these requirements will be referred to the appropriate College or Academy head.

## 3.3 Student Identification Cards

Students must present their identification cards for all transactions such as borrowing, renewals, and reservations. Borrowing is not permitted without a current College or Academy student identification card. A student identification card also provides access to photocopying and printing.

Student cards are not transferable. Each student is responsible for all items borrowed on his/her card until they are removed from the student's record on the library system by returning the items to the library. Students are encouraged not to pass library resources on to any other person as they are personally responsible for any loss or damage to those works, and for any overdue fines that may be payable.

If a student identification card is misplaced or lost, the student is responsible for organising a replacement card with staff at College Reception or at the library front desks.

### 3.4 Holds

A hold may be placed on any item held in the Main or Audio Visual collections providing the item is on loan. Holds may not be made on items with a system status shown as 'On shelf' in PrimoSearch as these are available for loan. When the required item is available for collection the student will be contacted by email. Holds will be kept at the front desks for five days. If not collected within this timeframe the item will be returned to the shelves.

Reserve collection items may be held by speaking to library staff.

### 3.5 Library Fines & Overdue Notices

All loans should be returned on or before the due date.

It is the student's responsibility to know when items on their library account are due, and to respond immediately to all library overdue notices.

Overdue notices are sent to the student's email account. It is the student's responsibility to check their email on a regular basis and to respond promptly to all library notices.

**Please note that:**

- i. Borrowing privileges will be suspended for any student with overdue books or outstanding library fines of \$30.00 or more.
- ii. Where a student does not respond to the overdue notices, or clear library fines, examination transcripts will be withheld until library accounts have been cleared.

The following table summarises the student overdue and replacement process, and related fines, for the most-used collections. Library closed days are ignored when calculating due dates.

Collection	Courtesy period	Overdue fine period			Replacement period			
	Courtesy notice sent	Total over-due notices sent	Period before 1 <sup>st</sup> overdue notice	Period before 2 <sup>nd</sup> and 3 <sup>rd</sup> overdue notices	Overdue fine rate (excludes weekends & holidays)	Period until notice to replace item	Replacement fee	Admin fee
Main Collection	1 day before item is due	3	1 day after item is due	1 week	\$1/day	15 days	\$100 average	
Audio Visual								
Reserve	Nil		Morning after due date	1 day	\$2/hour	1 day		

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### 3.6 Photocopying, Scanning and Printing

It is the responsibility of the library user to ensure that photocopying, scanning and printing does not infringe copyright law. For educational purposes, the Australian Copyright Act 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. Students are referred to the copyright notices which are displayed in the Photocopy Room and also adjacent to the printers.

Please note that the copying of digital resources is not permitted under the Australian Copyright Act 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 refer to the ACPE Copyright Guidelines.

## 4 Authorities and Accountabilities

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Information Services Librarian

### DISCLAIMER:

The Australian College of Physical Education cannot give any guarantee or warranty that any Audio Visual product borrowed from the library is suitable for use in the client's equipment. The College is unable to accept any liability whatsoever for any damage to the member's equipment or software programs which results from the use of Audio Visual products.

## 5 Policy Administration

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### 5.1 Approval and Review

POLICY NUMBER E6.2: Student Library Loans & Resource Access Policy			
Information Officer	Information Services Librarian		
Initial Approval Date	January 2004		
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Approval Authority	Dean and Head of College, ACPE		
Approved By	Dr Brian Nook, Dean and Head of College, ACPE		