



POLICY DOCUMENT

E6.3 ACADEMIC STAFF LIBRARY USE POLICY

1 Introduction

The purpose of this policy is to provide ACPE and ACPE Academy academic and administrative staff, and support services staff such as Marketing, Sales and ADO, with a clear understanding of their entitlements as borrowers and the conditions under which they are permitted to borrow from the collection and to use the library's online services.

Library facilities, resources and services are provided in support of academic research and the academic programs of the College and Academy.

2 Purpose and Scope

2.1 Library Rules

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

No person shall act in a manner which interferes with the comfort or convenience of library staff and users.

Mobile phones must be turned off or switched to silent mode. All calls must be made and/or taken outside the library.

2.1.2 All staff must complete a library membership application form if they wish to borrow from the College library. Staff will be issued with a library membership card which must be presented when borrowing from the library collection. All sessional staff are required to renew their library membership annually, however sessional staff will only be active in the library system for the term of their contract with the College (that is, on a semester basis).

2.1.3 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 borrowers will be charged an average replacement cost of \$120 for any item which is damaged, lost or not returned. Waiving of these fees and charges is at the discretion of the Information Services 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 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 original licence agreement with online service providers, access to this material is only available to ACPE 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.

ACPE staff must not pass on password details for non-approved databases to Academy students or the general public.

Additionally, passwords for all electronic material licenced to ACPE via the library must not be passed on to non ACPE College or Academy persons or the general public by current or previous ACPE and ACPE Academy staff.

Lastly, current and past ACPE College or Academy staff 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.

Equally, ACPE College or Academy staff should not use, pass on or provide access to resources licenced solely for the use of staff or students at institutions other than ACPE, whether via direct login or via accounts provided to staff or students at these other institutions.

2.1.6 The library Computing Labs are used for library based training and for individual use by students. Classes may be held in the Labs by arrangement with library staff.

2.1.7 Library Group Study Rooms are for use by students. If a Group Study Room is required by a staff member, an advance booking is recommended to ensure availability.

2.1.8 It is the responsibility of all library clients to ensure that photocopying and printing does not infringe copyright law. For further information on the ACPE Screenrights License please refer to the ACPE Copyright Guidelines and Policy documents.

3 Lending Policy

3.1 Borrowing Privileges

ACPE staff may borrow up to 20 items across any collection available for loan, with the exception of the Reserve collection, where the limit is two items. More items may be borrowed and loan periods extended at the discretion of the library staff on duty. Normal borrowing procedures for Reserve items must be observed.

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	Loan period	Renewals allowed
Main Collection	4 weeks	2
Audio Visual		
Reserve	3 hours/overnight	2
Equipment	1 day	1
Reference; Serials; Theses; Closed Access collections	Not available for loan	

Loan periods must be observed by staff as well as by students, unless prior arrangements are made with the Information Services Librarian. This is to ensure equity of access by all users.

Staff may contact the Information Services Librarian for semester loans provided that the required items are not on current Reading Lists for students, that is, they are not in the Reserve collections.

Under no circumstances are resources to be taken from the library without being formally loaned out.

Items which are on loan remain the responsibility of the person who has borrowed them until they are returned to the library. Staff are strongly advised not to onlend any item and not to give resources to a third party (particularly to a student) to return to the library on their behalf. 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. Sessional staff must return all items to the library prior to the end of the semester in which they were teaching.

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

3.2 Library Overdue Notices

Staff will receive a courtesy notice prior to the due date for major collection items, followed by 3 overdue notices. If items are still not returned, a replacement notice is issued.

3.3 Audio Visual and Teaching Equipment

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

- i. laptops & data projectors
- ii. still & video cameras, and tripods
- iii. dictaphones, lapel microphones, headsets and headphones
- iv. USB drives, SD cards and calculators
- v. portable CD & DVD players, ipod/MP3 docking stations, and portable speakers

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- vi. Dance cameras and Macbooks for use by dance and coaching staff and students only.

All equipment borrowed remains the responsibility of the person who has borrowed it until it is returned to the library. If the equipment is passed on to a colleague, the original borrower remains responsible for that equipment until it is returned.

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.

3.4 Reference, Theses, Closed Access, Stack & Print Journal Collections

Items in the above Collections are for use in library only. Please ask at the desk for assistance. Staff requiring a short term loan of any item will need to discuss requirements with the Information Services Librarian.

4 Reserve

Items are placed in the Reserve collection if they are listed as set texts or recommended readings for a particular academic unit. Library staff may place other works in Reserve if they are in heavy demand.

Academic staff should advise library staff of set texts, readings, and other works which they feel will be in heavy demand as early as possible – at least 3 weeks prior to the beginning of the semester in which they are required. The library will purchase multiple copies of texts depending on student numbers and the likelihood of that text being used across multiple units or in subsequent semesters. Where new texts or additional copies are required, the library needs this advice well in advance of the beginning of the semester, particularly when items have to be sourced from overseas.

5 Unit Reading Lists

The compilation of reading list resources to support academic programs is the responsibility of the department head. The library will, however, assist academic staff in identifying new resources if required.

6 Study Smart

Journal articles, book chapters and streamed media to be included in Study Smart is to be sent to the library however copyright compliance remains the responsibility of the lecturer.

The library requires at least 2 working days to add copyrighted material to Study Smart. The actual time taken will depend on a number of factors including:

- i. the number of items requested for eReserve by academic staff at the same time;

- ii. the accuracy and completeness of the citation provided;
- iii. the quality of the original;
- iv. the general workload of library staff;
- v. the compliance of the requested item with digital copyright and licence agreements (eg authors or distributors eventually denying requests to make the material available for College teaching needs, or delays in sourcing permissions for material).

7 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 on the library website at library.acpe.edu.au/staff.html. 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.

8 Streaming Video Services

The library provides access to a number of digital video services which include functionality to allow the streaming of in-house digital copy for access by students.

The library requires at least a week's lead time for digital video to be accessible.

9 Direct Implementation Responsibility

Information Services Librarian.

10 Policy Administration

10.1 Approval and Review

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