

## 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. 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 staff must complete a library membership application form if they wish to borrow from the College library.

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 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.

2.1.2 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.

2.1.3 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 is only available to ACPE staff and students.

Additionally, 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 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. ACPE 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.

2.1.4 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 on duty.

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

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

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.

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 on lend 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.

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 major 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, headsets and headphones
- USB drives, SD cards and calculators
- portable CD & DVD players, iPod/MP3 docking stations, and portable speakers
- 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.

#### **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.

ACPE 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.

#### **2.2.5 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.

#### **2.2.6 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>			Information Services Librarian
<b>Approval Authority:</b>			Academic Board
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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	Revision date: 19 March 2019. <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>