

# Library Code of Practice Policy

## Section 1 - Purpose and Objectives

(1) Recognising that Library facilities are a scarce resource, this Policy enables the University Librarian to create rules to maximise the equitable use and accessibility of Library facilities to the overall benefit of the University in achieving its mission.

## Section 2 - Definitions, Terms, Acronyms

Term	Definition
University Librarian	The person currently appointed to that position at the University.
Library facilities	Includes collections, buildings, equipment, information and communication technology networks and services.
User	Registered members of the Library and other authorised users.

## Section 3 - Policy Scope/Coverage

(2) This Policy applies to all users of Library facilities, which includes current staff and students and other authorised users.

## Section 4 - Policy Statement

(3) The University Librarian is responsible for the provision of Library facilities to the University community and, within the scope of this Policy, may create rules to maximise the equitable use and accessibility of Library facilities to the overall benefit of the University in achieving its mission.

(4) The rules may include, but are not limited to, those relating to physical access of premises, use of equipment, electronic access to resources, physical borrowing of resources, internet access and any associated matters.

(5) The University recognises that there is a particular need to ensure the equitable access to scarce resources and the University Librarian may make rules which, amongst other things, regulate loans, impose late fees, suspend access and borrowing, and provide for the recovery of costs incurred by a User's failure to deal with facilities in accordance with such rules.

## Section 5 - Use of Library Facilities

(6) Use of Library facilities by specific user groups is specified on the [Library's website](#).

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	25th August 2011
<b>Review Date</b>	25th August 2014
<b>Approval Authority</b>	Provost and Senior Vice-President
<b>Approval Date</b>	25th August 2011
<b>Expiry Date</b>	Not Applicable
<b>Policy Owner</b>	Caroline Williams University Librarian
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