

Library Policy

Section 1 - Rationale and Scope

(1) The University of New England provides library services to support the learning, teaching and research activities of students and staff of the University, associated organisations and the community at large.

(2) As appropriate the Director Library Services and University Librarian may delegate responsibilities under this Policy to other officers of the Library.

Section 2 - Policy

Eligibility to use the Library.

(3) The following may become registered borrowers:

- a. enrolled Students of UNE;
- b. staff employed by, or associated with, UNE and staff of formally associated groups or bodies;
- c. UNE Council members;
- d. UNE former staff;
- e. UNE Alumni;
- f. students and staff of other universities in accordance with the conditions outlined by University Library Australia;
- g. other persons as determined by the Director Library Services and University Librarian from time to time.

Library admission

(4) Any person may use the Library collections without registering as a borrower during the hours of opening. A range of services is available to members of the public. This range of services is conditional on circumstances including contract specifications and copyright limitations.

(5) The Director Library Services and University Librarian may require persons under the age of 16 years to be accompanied by an adult who shall be responsible for their compliance with UNE rules and policies .

(6) Library staff may at any time require any person present in the Library to give proof of identity by production of a UNE identification card or other similar evidence.

(7) Entry to the Library is taken to indicate acceptance of this Policy and agreement to be governed by UNE rules and policies when in the Library or using Library materials.

Borrowing Library Material

(8) Borrowers must tender a valid UNE identification card or photographic identification as specified for community or reciprocal borrowers.

(9) All borrowed material must be returned within the time prescribed at the time of borrowing.

(10) Where borrowed material has been recalled by another library borrower, this material must be returned as prescribed.

(11) Borrowers remain responsible for the care of Library materials until they are returned to the Library.

Conduct in the Library

(12) Users of the Library are expected to be considerate of the comfort and convenience of others. In particular:

- a. eating and drinking are not permitted except in designated areas as determined by the Director Library Services and University Librarian;
- b. smoking is prohibited throughout the Library;
- c. mobile phones and audible pagers are to be switched to silent mode on entry to the Library and are not to be used within the Library precincts;
- d. cameras and other audiovisual recording equipment are not to be used in the Library except with the approval of the Director Library Services and University Librarian;
- e. animals (other than guide dogs) may not be brought into the Library;
- f. talking is not allowed in designated 'Silent Zone' areas;
- g. notices, newspapers, broadsheets, advertising or other material may only be displayed or distributed with the approval of the Director Library Services and University Librarian or a delegated Library officer;
- h. users may not deface, damage or destroy books or other library material; and
- i. users may not in any way interfere with the personal belongings of other Library users.

Electronic Facilities

(13) The Library provides computer workstations and other electronic facilities to support access by students and staff to information resources. The use of electronic facilities is subject to Australian and NSW laws and UNE by-laws, and rules including:

- a. [Copyright Act 1968](#)
- b. [Telecommunications Act 1997](#)
- c. [Student Behavioural Misconduct Rules](#)
- d. Rules for the Use of Information and Communication Facilities and Services
- e. this Policy; and
- f. UNE licensing agreements.

(14) Users of electronic facilities must abide by these usage rules.

User penalties

(15) Penalties apply to Library material returned after the due date or damaged while on loan.

(16) Unpaid penalties may lead to the suspension of Borrower's privileges until payment in full of all penalties has been made.

(17) Where penalties remain unpaid at the end of the academic year, the University may refuse to supply an Academic Record (Transcript) or allow Students to graduate until payment in full of all penalties has been made.

(18) Details of loan periods and penalties for late or non-return of borrowed material are displayed on the Library Web

site.

(19) Persons conducting themselves contrary to this Policy or in any way which is not a proper use of the Library, or which interferes with the comfort, convenience or use of the Library by others:

- a. may be asked to leave the Library; and/or
- b. denied access to the Library; and/or
- c. have their borrowing rights revoked; and/or
- d. incur such penalties as deemed appropriate by the Director Library Services and University Librarian as provided in the [Student Behavioural Misconduct Rules](#).

Section 3 - Definitions

For the purposes of this document the following definitions apply.

(20) 'Library materials' includes print and electronic books and journals, databases, audio visual items, electronic equipment, computer hardware, software, furniture and room fittings.

(21) 'Library' means the Dixson Library and the Law Library.

Status and Details

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| Status | Current |
| Effective Date | 27th July 2015 |
| Review Date | 11th April 2016 |
| Approval Authority | Council |
| Approval Date | 11th April 2011 |
| Expiry Date | To Be Advised |
| Unit Head | Richard Dobek Executive Principal Student Experience |
| Enquiries Contact | Library Services +61 2 6773 2458 |

Glossary Terms and Definitions

"Student" - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

"Academic Record (Transcript)" - Is the official record of a student's academic history at the University including enrolment in all courses and units, the academic results, recognition of prior learning and prizes/scholarships awarded.