

Appendix 2

University Library

Rules

1. The Head, Academic Support Services may recommend rules, not inconsistent with any University statute or regulation, governing the use of the Library, the terms of borrowing, and conduct within the Library.

2. All recommendations made pursuant to section (1) shall be submitted for approval to the University Council.

3. Definitions

In these Regulations:

- 3.1. "Library" means the University of Ballarat Library as from time to time constituted or located.
- 3.2. "student" means a person enrolled for a course of the University of Ballarat.
- 3.3. "staff" means all those persons employed by the University, with the exception of non-academic staff employed on an hourly basis.
- 3.4. "Manager" means the Head, Academic Support Services or any person authorised to act on behalf of the Executive Manager, Information Services Branch.
- 3.5. "identity card" means a current identity card or statement of identity issued by the University or, in the case of persons who are not students or staff members, by the Library.
- 3.6. "Library materials" includes any and every book, periodical, newspaper, pamphlet, picture, print, photograph, map, chart, plan, film, slide, audio cassette, video cassette, videotape, manuscript, microfilm, microfiche, transparency, item, poster, or any other article of a like nature forming part of the contents of the Library.
- 3.7. "Library equipment" includes any and every piece of equipment designed for viewing, hearing or otherwise using any item of Library material, together with their accessories, or any other article of a like nature forming part of the contents of the Library.
- 3.8. "reciprocal borrower" means a member of an institution participating in the CAVAL Reciprocal Borrowing Program or University Library Australia.

4. Entitlement to borrow

Subject to these regulations the following may borrow from the Library:

- 4.1. students, except those under restriction, on presentation of their identity cards;
- 4.2. staff members, on presentation of their identity cards;
- 4.3. reciprocal borrowers, on presentation of their authorisation to borrow; and
- 4.4. such other persons as are registered to borrow, on presentation of their authorisations to borrow.

5. Registration of Borrowers

Persons, other than students or staff, who wish to be registered as borrowers under section 4.3 and 4.4 above, shall apply to the Manager for approval to be so registered.

6. Removal of Library Items

Items of Library material or Library equipment shall not be removed from the Library, except under the loan conditions set down in these regulations.

7. Loan Conditions

- 7.1. Library material and Library equipment may be borrowed only after each item has been registered in the manner prescribed by the Manager from time to time.
- 7.2. Before a loan is approved Library staff must be satisfied that the person seeking the loan is an authorised borrower. Students are therefore required to show a Student Identity card and external borrowers their authorisation to borrow. Staff are also required to establish their identity.
- 7.3. An item borrowed from the Library shall be due for return by the date specified unless it is recalled earlier. The loan periods for various categories of Library materials and the various categories of borrower, are set down in the Library Loans Policy. Notwithstanding these conditions, the Manager may recall an item at any time. Loans are issued subject to the imposition of the penalties for late return set down in the Library Loans Policy.
- 7.4. A borrower shall be responsible for the safekeeping of any item borrowed. If an item is suspected to be lost, the loss must be reported to the Loans Manager. If an item on loan is lost, the borrower shall be responsible for its replacement cost plus a processing charge.
- 7.5. No item on loan shall be transferred from the borrower to any other person.
- 7.6. All Library material shall be available for loan except the following, which may be borrowed at the discretion of the Manager.
 - 7.6.1. Items designated "Reference Collection"
 - 7.6.2. Items on display
 - 7.6.3. Newspapers
 - 7.6.4. Periodicals
 - 7.6.5. Library materials labelled 'not for loan'
 - 7.6.6. Any other items of Library material or Library equipment nominated from time to time by the Manager.

8. Rules for General Conduct

- 8.1. Any person who damages or defaces any item of University property in the custody of the Library shall be required to pay the cost of repair or replacement plus, if the item is Library material or Library

- equipment, a processing charge to be determined by the Manager.
- 8.2. An atmosphere of quiet must be maintained in the Library so that it is, at all times, a place conducive to independent study and quiet reading. Library users are required to be silent at all times in any area designated as a Silent Study area.
 - 8.2.1. Any person whose behaviour conflicts with the quiet atmosphere of the Library may be directed by Library staff to leave the area.
 - 8.3. Any behaviour likely to interfere with the comfort or convenience of other persons within the Library is not permitted.
 - 8.4. No eating, drinking or smoking is permitted in any area of the Library accessible to the public.
 - 8.5. Litter must be deposited in the receptacles provided.
 - 8.6. Items of furniture shall not be used as steps or footrests unless they are provided for the purpose.
 - 8.7. Any person carrying Library materials, Library equipment, folders or containers or other property out of the Library may be required to submit them for inspection on leaving.
 - 8.8. No poster or notice may be displayed in the Library without the prior permission of the Manager.
 - 8.9. Within the Library, users will identify themselves and offer proof of identity if required to do so by the Manager.
 - 8.10. Any person failing to comply with a direction given by a member of Library staff in accordance with these Rules for General Conduct may be reported to the Manager, who may:
 - 8.10.1. reprimand the person;
 - 8.10.2. impose upon the person a charge equal to the Manager's estimate of the damage, if any, caused by a breach of these regulations;
 - 8.10.3. in writing exclude the person from the whole or such part of the Library and its facilities for such a period not exceeding thirty days as the Manager shall think fit; and/or
 - 8.10.4. refer the matter to the Vice-Chancellor.
 - 8.11. Notification of the decision under section 8.10.3 will be deemed to have been received by the Library user three days after posting, by ordinary mail, to the latest address registered with the University.
- 9. Appeals**
- 9.1. Any person may appeal against any decision which affects that person's use of the Library.
 - 9.2. An appeal made under Section 9.1 above shall be heard by a committee comprising the Chairperson of the Information Technology and Services Committee (ITASC), a Head of School, a member of the academic staff of the University appointed by the Vice-Chancellor, and a

student appointed by the President of the Student Association.

- 9.3. The Chairperson of the Information Technology and Services Committee (ITASC) will act as Chairperson of the Appeals Committee. The nominee of the Executive Manager, Information Services Branch will act as Secretary.
- 9.4. Written statement of appeal must be made to the Secretary within fourteen days of notification of any decisions made under these regulations. Such statement must include the grounds for an appeal and any appropriate evidence.
- 9.5. The Secretary shall distribute copies of the papers to all members of the Appeals Committee prior to the scheduled meeting, and shall convene the meeting.
- 9.6. The Secretary shall inform the appellant that the appeal has been received and when it will be heard, and shall invite the appellant to be present at the appropriate time.
- 9.7. Prior to the appeal being heard, the Appeals Committee will provide for a written or oral representation from the Manager, who may be required to be present at the hearing.
- 9.8. The Secretary shall report the result of the appeal to the Vice-Chancellor, who shall verify that the appropriate procedures have been observed in the conduct of the appeal; if this is the case the result of the appeal will be final

Loans Policy

Certificate / Diploma / Undergraduate / Graduate / Diploma students

• General collections

A maximum of 30 items from general collections may be on loan at any one time, **with the following limits at each campus library;**

Mt Helen Campus	10 items
SMB Campus	10 items
Western Campuses	10 items
Loan period:	2 weeks (14 Days)
Renewal period:	2 weeks (14 Days)
Number of renewals:	1
Days of grace before penalties apply:	2
Penalties:	As listed below

Higher Degree (Honours, Master's & Ph.D) Student Loans

• General collections

A maximum of 40 items from general collections may be on loan at any one time, **with the following limits at each campus library;**

Mt Helen Campus	20 items
SMB Campus	10 items
Western Campuses	10 items
Loan period:	4 weeks (28 days)
Renewal period:	4 weeks (28 days)
Number of renewals:	1
Days of grace before penalties apply:	2
Penalties:	As listed below

Penalties for Overdue item/s

1. Suspension of borrowing after days of grace until item/s returned.
2. Accumulation of 5 demerit points each day for each overdue item.
3. Debarral for a period of 14 working days when 200 demerit points have accumulated; the debarral period to start from the day the last overdue item is returned.

Notices

1. Overdue notice on the third day (ie after two days of grace).
2. A request for replacement of the item, which is considered to be lost, will be issued.

NOTE: Accumulated demerit points in one academic year would be cleared at the beginning of the following year, (ie points would not be carried over from one year to the next), or following the suspension incurred by the accumulation of 200 points.

Loans from Reserve Collection

A maximum of 2 items from reserve collection may be on loan at any one time
 Loan period: 120 minutes
 (overnight loans until 9.30am the next working day)
 Number of renewals: No renewals
 Number of items on loan: 2
 Days of grace before penalties apply: 0

Penalties: As listed below

Penalties for Overdue item/s:

1. Suspension of borrowing until item/s returned.
2. Accumulation of 5 demerit points per hour for each overdue item (ie 40 points/day).
3. Debarral at 200 points (as per main collection policy).

Notices

1. Overdue notice on the following day.
2. Request for replacement of the item, which is considered to be lost, at two weeks.
3. Debarral and warning notices as per main collection policy.

Staff Loans from Main Collection**• General collections**

A maximum of 60 items from general collections may be on loan at any one time, **with the following limits at each campus library;**

Mt Helen Campus	20 items
SMB Campus	20 items
Western Campuses	20 items
Loan period:	4 weeks (28 days)
Renewal period:	4 weeks (28 days)
Number of Renewals:	1
(Semester loans should be considered)	
Days of grace before penalties apply:	2
Penalties:	As listed below

Penalties for Overdue item/s

1. Items overdue more than 2 days will result in the suspension of borrowing rights until overdue item/s are returned or renewed.