

Library Loans Policy - HE

Policy Code: LIB-002

Version: 5.0

Effective Date: 9 December 2011

Purpose

To outline the terms of use of library resources, with the objectives of:

- Ensuring staff and students can make full use of the resources at their disposal;
- Protecting the College's interest in its investment in library resources; and
- Clearly identifying responsibilities and privileges.

Definition of "College" – In the higher education sector, Australian College of Natural Medicine Pty Ltd trades as Endeavour College of Natural Health (Endeavour) and Wellnation. For the purpose of this Policy, any reference to 'College' or 'the College' should be considered a reference to each or any of these respective entities or trading names.

Scope

- All campuses (including online)
- All higher education students
- All staff
- Associate members

Policy Statement

The Library seeks to ensure availability of and access to library resources to promote student learning and to advance the teaching and research activities of the College.

Library resources do not replace the need for students to have their own copies of core texts and library copies are managed to provide open and equal access to College members.

The conditions governing the use of library resources protect these interests. For further information refer to the [Library Loans Guideline](#).

Library Membership

- Library membership is automatically available to all staff and students of the College on joining or enrolling in the College.
- A member of the public may apply for Associate Membership of the Library.
- Associate Membership is granted at the discretion of the College.
- Associate Members may borrow items that are not in high demand or otherwise restricted due to licence terms or College priorities.
- The College does not undertake to make electronic resources available to Associate Members.
- Alumni of the College can apply for Alumni Membership of the Library.

- A visiting academic can apply for a temporary Visiting Academic membership of the Library when the visit is associated with academic / research engagement in collaboration with a permanent member of College staff.

Refer to the [Definitions](#) section of this Policy for further details.

Responsibilities under this Policy

Library Member Responsibilities

1. Library Members must be aware of and comply with conditions governing the use of library items and resources.
2. Library Members must provide the Library with current and accurate contact details.
3. The Library should be notified immediately of the loss of a library item.
4. The Library should be notified immediately of the loss of a College student/staff ID card.
5. Library Members must follow the terms and conditions of use for electronic resources licensed by the Library.
6. College staff and students must be aware that the use of all works, including images, sound tracks and movies, is subject to copyright legislation.

College Library Responsibilities

1. The Library will maintain accurate and confidential records of borrowing by Library Members.
2. The Library will provide clear and accurate information about loans conditions.
3. From time to time the Library will review the loans conditions and notify Library Members of any changes.

Policy Details

- Conditions for borrowing physical items from the Library including books, journals and equipment are available on the Library website.
- All library resources are available for loan unless otherwise indicated.
- Borrowing terms are determined by the availability of the item, the demand for the item, the membership type and publishers' requirements.
- The Library may charge overdue fees and these are outlined in the [Library Loans Guideline](#).
- Reciprocal borrowing between the campus libraries is available on request for College staff and students and will be managed by Library staff.

Breaches of the Loans Conditions

The Library reserves the right to restrict or withdraw borrowing privileges from Library Members who are in breach of the [Library Loans Guideline](#).

Lost items must be notified to the Library and a replacement supplied at the Library Member's expense at the earliest opportunity. Options for replacing a lost item should be discussed with the local Library staff.

Definitions

Alumni Membership – a category of library membership available for College Alumni e.g.: all past graduates, including staff members, past and present Council members, and other qualified members.

Associate Membership – a category of library membership available for College Associate(s) e.g.: members of the general community including individuals, business, industry, and College affiliates e.g. external members of College Committees.

Item - any Library resource, under the control of the National Librarian.

Librarian - a person who is employed principally to work in the College Library.

Library card is the student/staff ID card.

Library Member - a person who has a library account. This includes all staff and enrolled students.

Staff member(s) - those employed or contracted by the College with access to the College IT network.

Student - is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

Third party - any person or organisation other than the College.

Visiting Membership – membership granted to a visiting academic on a temporary basis and with scope of membership conditional on a current project conducted with a permanent staff member

Related Procedures

Not applicable

Further Information

Related Policies

[Academic Integrity Policy – Higher Education](#)

[Copyright Policy](#) (under development)

[Library Collection Development Policy](#)

[Library Policy](#)

Related Documents

Nil

Guidelines

[Copyright Guidelines - Print Material](#) (internal use only)

[Library Lending Guideline](#)

Benchmarking

Griffith University

Supporting Research and Analysis

Not applicable

Related Legislation

[Copyright Act 1968](#)

Review and Approval

Policy Author

National Librarian

Policy Owner

National Librarian

Contact

(Acting) National Librarian

rebecca.combrink@endeavour.edu.au

Recommending Body

Academic Board

Meeting date: 23 March 2018

Approval Body

College Council

Meeting date: 10 August 2018

Policy Status

Revised

Responsibilities for Implementation

- Director of Education
- Heads of Department / Associate Heads of Department / Course Coordinators
- Library staff
- National Librarian

Key Stakeholders

- Academic staff (permanent and contract)
- Alumni
- Dean and Operations Director
- Director of Education
- Heads of Department / Associate Heads of Department / Course Coordinators
- Library staff
- National Librarian
- Office of Research staff
- Students