

Library Policy

Policy Code: LIB-003 **Version:** 2.0 **Effective Date:** 1 June 2015

Purpose:

The purpose of the Library is to support teaching, learning and research contained within the academic program of the College, as well as, support the understanding of alternative and complementary medicine.

Definition of “College” – *The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health, FIAFitnation, College of Natural Beauty 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 trading names.*

- Scope:**
- All college libraries
 - All library users
 - All library resources

Policy Statement:

This policy sets out the conditions of use of the College campus libraries and outlines the terms of access to the Library’s print and electronic resources.

- The Library and library resources are provided to facilitate and support the teaching, learning and research activities of the College, its staff and students.
- Librarians provide students with opportunities to develop information skills and to use these skills competently and with confidence in their studies and for lifelong learning.
- The National Librarian may determine who else may use library resources and their conditions of access.

Access to libraries and library resources:

The College supports teaching, learning and research activities by providing students and staff with access to collections that are both print and electronic, contemporary technology-enabled library spaces and student-centred services. Students are welcome to study individually or in groups, borrow books, use library computers or bring in a personal laptop or tablet and connect to the wireless network.

Endeavour holds an Educational Copying Licence from the [Copyright Agency Limited](#) which allows use of the library collection by academics for teaching and by students for studying as covered in the [Copyright Act 1968 \(Cth\)](#).

An electronic integrated library system is used to manage the collection's acquisitions, serials, circulation and catalogue. Library notices will be sent to individuals by email. Personal data is protected by the [Privacy Act 1988 \(Cth\)](#). General notices will be posted on [LibGuides](#), [Endeavour Learning Management System](#) and displayed in the campus libraries.

Borrowers

Enrolled students and academic staff are the primary users of the campus libraries and e-Resources. A current Endeavour staff or student identification (ID) card must be present in order to borrow from the library collections. Other borrowers must complete an application form which has specific conditions for their category of borrowers, eg alumni, professional associations members, the public, interlibrary loans.

Members of the public are designated as visitors and must make themselves known to the library staff when visiting a campus library. Bona fide visitors may use the library spaces and facilities and apply to join as an Associate borrower.

Children under the age of 14 must be accompanied by, and under the direct supervision of an adult at all times. Children are not permitted to use computers.

e-Resource access is restricted by vendor's licencing conditions. Only staff and students with a current Endeavour network account can access on-campus computers and/or subscription databases, e-books, etc.

Endeavour libraries are members of [Libraries Australia](#) and [Libraries Australia Document Delivery \(LADD\)](#) service. Although LADD membership provides access to resources and services at most Australian libraries, Endeavour only provide a "by request" service.

library, under agreement, for independent scholarship

Library – the national collective of campus libraries and library resources

Professional borrower – a member of a recognised (natural medicine) professional association who has a specific academic need may register as an Associate borrower

Public borrower – a member of the public who has a specific academic need may register as an Associate borrower

Further Information:

Related Policies: [Library Collection Development Policy](#)
[Library Loans Policy](#)
[Student Integrity Policy](#)
[Acceptable Usage Policy – Information Resources](#)

Benchmarking: Charles Darwin University Library
Deakin University Library
University of Queensland Library

Related Documents: [Access and Equity Handbook – Library Adjustments section](#)

Related Legislation: [Copyright Act 1968 \(Cth\)](#)
[Privacy Act 1988 \(Cth\)](#)

Policy Author:	National Librarian
Policy Owner:	Director of Education
Contact:	National Librarian / Library christine.ruzic@endeavour.edu.au
Approval Body:	Library Committee Meeting date: 31 January 2012 Agenda Item: 3 Academic Board Meeting date: 14 February 2012 Agenda Item: D12
Endorsement Body:	College Council Meeting date: 24 February 2012
Policy Status:	New policy created in 2012
Responsibilities for Implementation:	<ul style="list-style-type: none"> • <i>Director of Education</i> • <i>National Librarian</i> • <i>Library staff</i>
Key Stakeholders:	<ul style="list-style-type: none"> • <i>Library Committee</i> • <i>Library staff</i>

Version Summary			
Version	Date	Author	Details
0.1	25Nov2011	Christine Ruzic	New document
0.2	31Jan2012	Christine Ruzic	Edits requested by Library Committee
0.3	2Feb2012	Sandra Englart	Update template and logos
1.0	24Feb2012	Sandra Englart	Approved version – College Council
1.0	30July13	C Smalbil	College changed to new version control system within Sharepoint (refer to The Source for further version history).