

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 Vice Chancellor.

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 Head, Academic Support Services.

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 and Staff are therefore required to show a University Identity card and external borrowers their authorisation to borrow.

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 Conditions. 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 Conditions.

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 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 areas designated by the Library for independent study and research
- 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. Discussion is permitted in areas designated for group work.
- 8.4. Mobile or cell phones are permitted in designated areas where use will have minimal impact on other users
- 8.4.1. Mobile or cell phone users must comply with instructions given to them by Library staff and may be requested to take calls in other areas or outside the Library
- 8.5. Any behaviour likely to interfere with the comfort or convenience of other persons within the Library is not permitted.
- 8.6. Other than those areas so designated by the Manager, no eating or drinking is permitted in the Library and student computing areas
- 8.7. Smoking is not permitted in any University building, including the Library.
- 8.8. 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.
- 8.9. No poster or notice may be displayed in the Library without the prior permission of the Manager.
- 8.10. Within the Library, users will identify themselves and offer proof of identity if required to do so by the Manager.
- 8.11. 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:
- 8.11.1. reprimand the person;
- 8.11.2. impose upon the person a charge equal to the Manager's estimate of the damage, if any, caused by a breach of these regulations;
- 8.11.3. 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

8.11.4. refer the matter to the Vice-Chancellor.

- 8.12. 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 Pro Vice Chancellor Administrative & Academic Support, nominee of the Head of Academic Support Services, 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 Pro Vice Chancellor Administrative & Academic Support will act as Chairperson of the Appeals Committee. The nominee of the Head, Academic Support Services 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

Library Loans Conditions

Certificate / Diploma / Undergraduate / Graduate Diploma students

• 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	10 items
SMB Campus	10 items
Horsham Campus	10 items

Stawell Campus 10 items
 Loan period: 2 weeks (14 Days)
 Renewal period: 2 weeks (14 Days)
 Number of renewals: 3
 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 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
 Horsham Campus 10 items
 Stawell Campus 10 items
 Loan period: 4 weeks (28 days)
 Renewal period: 4 weeks (28 days)
 Number of renewals: 3
 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. If item/s are not renewed or returned within grace period Demerit Points will accrue at the rate of 5 points, per item, per day from the due date.
3. Debarment for a period of 14 working days when 200 demerit points have accumulated; the debarment period to start from the day the last overdue item is returned.

Notices for Overdue items

1. Overdue notice on the third day (ie after two days of grace).
2. Pre-invoice notice at 3 weeks overdue
3. When any item is 6 weeks overdue, it will be considered to be lost and an invoice for the replacement cost of the lost item plus a processing fee (GST included) will be issued.
4. All outstanding debts to the Library will be advised to Finance & Development Portfolio and may be reflected on a student's current University record

NOTE: Accumulated demerit points in one academic year will be cleared at the beginning of the following year, (ie points will 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 Reserve 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. Debarment at 200 points (as per main collection policy).

Notices for Overdue Reserve items

1. Overdue notice on the following day.
2. If a Reserve item remains overdue for two weeks it will be considered to be lost. An invoice for the replacement cost of the lost item plus a processing fee (GST included) will be issued
3. Debarment and warning notices will be issued as per main collection conditions.

Staff Loans

• General collections

A maximum of 80 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
 Horsham 20 items
 Stawell 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.

Notices for Staff overdue items – will be issued in accordance with the same conditions as for student overdue loans

Approved by Professor Kerry O. Cox, Vice-Chancellor, 22 September 2003