Library Use Policy

Section 1 - Executive Summary

(1) Library facilities and resources are provided to support the learning, teaching, and research activities of the University of Newcastle (University), and its regional communities, in support of the University Strategic Plan.

Section 2 - Purpose

(2) This policy establishes the conditions by which Library users may access and utilise the resources of the University Library.

Section 3 - Scope

(3) This policy applies to all sites and services of the University Library.

Section 4 - Audience

(4) This policy is relevant to staff, students, University affiliates and alumni, visiting academics, general public, and resource-sharing organisations.

Section 5 - Conditions of Use

(5) Staff, students, members of the University Council and honorary title holders are registered as University of Newcastle Library members. Other people may be registered as University of Newcastle Library members under conditions determined by the University Librarian.

(6) All users of the Library, including Library members and visitors are considered Library clients.

Conduct

(7) The Library values diversity of perspective, experience, and background and is actively committed to a culture of inclusion, safety and respect within our physical and online spaces.

(8) Library clients must comply with the conduct obligations described in the Student Code of Conduct, the Student Conduct Rule and the Staff Code of Conduct where applicable.

(9) Library clients have the right to pursue their research or study without unnecessary disturbance or distraction and have an obligation to respect the rights of others.

(10) Observance of the Library's noise zoning levels should be maintained, and noise levels kept low in designated areas, in consideration of others. Mobile phones should have ring tones set to 'silent' or 'vibrate' in the quiet zones.

(11) Children under twelve must be accompanied and supervised by an adult at all times.

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to the Policy Library for the latest version.

(12) Display of posters and notices may be allowed at the discretion of the University Librarian on designated notice boards. To request authorisation prior to display, submit an Ask the Library form.

(13) Filming or taking photographs within the Library requires prior permission from the University Librarian. Photography of staff or students is not permitted without their explicit permission. To request permission, submit a Filming in the Library form.

(14) Library clients must leave the Library immediately when requested to do so by library staff or University security.

Access to the University Library and Resources

(15) Admission to use the Library is conditional on adherence to the Library's policies and general conditions as displayed on the website.

(16) Library members have:

a. access to the public areas within the libraries and to the facilities and collections in these areas;
b. borrowing rights to library materials, as detailed on the Library website;
c. access to electronic resources which are determined by licence agreements, or other contractual or legislative requirements, if the member is specified by the providers of those services, or by the relevant legislation.

(17) Visitors to the libraries:

a. have access to the public areas of the libraries and to the facilities and collections in these areas.
b. do not have borrowing rights unless they register as University of Newcastle Library members under conditions determined by the University Librarian.
c. have limited access to electronic resources, in accordance with licencing agreements, and to computers and restricted collections.

(18) Library clients may be asked to show relevant identification when using Library facilities and may be required to authenticate themselves before using Library electronic resources.

Electronic Resources

(19) Access to the Library's electronic resources is determined by licence agreements and the providers of those services, or by the relevant legislation.

(20) Use is restricted to Library members and to walk-in users, if specified in the licence agreement.

(21) Electronic resources may only be used for non-commercial academic research or educational purposes and must not be systematically downloaded or distributed. The use of unauthorised scripts, agents or robot software is prohibited.

(22) Library clients must use electronic resources in accordance with the Copyright Act 1968, the Copyright Amendment (Digital Agenda) Act 2000, and the terms of use specified in an electronic resource licence agreement.

(23) In accordance with the Digital Technology Conditions of Use Policy, the use of another Library client's account, or providing passwords / restricted information to assist unauthorised users to gain access to Library resources is prohibited.

Borrowing

(24) Library materials may be borrowed for prescribed periods of time and must be returned within the given

timeframe or renewed accordingly. Online renewals may be made at any time, but materials must be returned upon request. Borrowers will be notified by email if an item must be returned.

(25) Borrowing conditions, periods, and penalties for overdue items vary according to client type and are detailed on the Library's website. Library clients are required to familiarise themselves with these requirements before borrowing.

(26) Materials must be returned in good condition. Any damage must be reported upon return and may be subject to charges as described in Clause 47.

(27) Certain types of material, including but not limited to reference texts, theses, rare or valuable materials, are not available for loan and will be marked accordingly. Such items must not be removed from the Library.

(28) No material can be removed from the Library without a borrowing transaction record.

(29) Library clients are responsible for any materials for which there is a borrowing transaction record in their name. This responsibility ends when the material is returned to the Library and the loan is discharge.

(30) Library clients must borrow in their own name, using their own identification.

(31) Library clients cannot transfer a borrowed item to another client.

(32) The University Librarian has discretionary power to lend, or to refuse to lend any item at any time.

(33) Library clients leaving the Library must produce any Library item in their possession for inspection by Library staff, if called upon to do so.

Special Collections

(34) The Library will facilitate and promote access to the Special Collections in accordance with the principles in this policy and the Library Collection Development Policy.

(35) Onsite access to the Special Collections will be provided in the Reading Room of the Auchmuty Library by advance appointment. Instructions for safe handling of valuable materials will be provided by Library staff.

Computers, Photocopying, Printing, Recording

(36) Computers and connectivity to the University network are provided for staff and students of the University and must be used in compliance with the Digital Technology Conditions of Use Policy.

(37) A Library client must use copying, printing or recording machines in accordance with the Copyright Act 1968. Notices indicating permissible actions are located with the relevant copying facilities.

Library Spaces

(38) Library clients cannot reserve places such as study desks and computer workstations in public areas of the Library. If a place is vacated without being cleared of books, or a computer is unoccupied for 15 minutes, it is regarded as available for use by another client. Personal belongings left unattended may be removed by library staff and kept in a secure place.

(39) Reservations may be made for group study rooms and working places for particular groups of Library clients (e.g., postgraduate students) or for particular types of work (e.g. media viewing). Reservations are subject to availability and may be cancelled at short notice by Library staff. Information on the locations of these areas and the manner for booking them is available on the Library’s website.

(40) Food and drink are permitted to be consumed in the Library with the exception of specified rooms or areas where

signposting indicates otherwise.

(41) Services will cease 15 minutes before closing time of the Library. Library clients must assist library staff by finalising their work/study and being prepared to leave the premises or relocate to a 24-hour study space.

Communication

(42) Communication with or notice for a Library member or registered borrower will be sent to the email address recorded in the patron record of the Library Management System. Library members are responsible for monitoring their registered email address for notices.

(43) Official notices, directed to all Library clients will be displayed within the Library and online via the Library website.

(44) A feedback and complaints mechanism is available in person at the Library Service Zones and online via the Library website.

Section 6 - Infringements and Penalties

(45) The University Librarian may restrict access and borrowing privileges or exclude clients who breach the provisions of this policy.

(46) The University Librarian may withdraw borrowing privileges from members of the Library who fail to return material after recall or overdue requests. Borrowing privileges may be restored when the material is returned, or at the discretion of the University Librarian.

(47) Library clients may be required to pay for loss or damage to Library material plus a processing fee. This includes items on loan or being used by them in the Library. If the item was part of a set, the client may be required to pay the cost of a new set, if this is the only way to replace the lost part. When an item on loan has been lost, a copy (or an appropriate substitute) will be reordered if available, and the client will be charged to pay the cost of the item, together with handling fees, even if the original copy belonging to the Library is subsequently found.

Section 7 - Roles and Responsibilities

(48) The University Librarian has overarching responsibility for all the sites and services of Libraries (including University Archives). This includes but is not limited to withdrawing and restoring borrowing privileges and access.

(49) Library clients have responsibility for accessing and utilising University Library resources and facilities in adherence with the principles of this policy.

Status and Details

Status	Current
Effective Date	3rd December 2024
Review Date	3rd December 2029
Approval Authority	University Librarian
Approval Date	25th November 2024
Expiry Date	Not Applicable
Responsible Executive	Morven Cameron Chief Operating Officer
Enquiries Contact	University Library

Glossary Terms and Definitions

"University" - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

"Student" - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

"Library client" - All users of the Library, including Library members, members of the public and visitors.

"Library member" - Registered Library clients including staff, students, members of University Council and honorary title holders. Other people may be registered as University of Newcastle Library members under conditions determined by the University librarian.

"Postgraduate" - Any qualification being at the level of Graduate Certificate or above.

"Research" - As defined in the Australian Code for the Responsible Conduct of Research, or any replacing Code or document.

"Staff" - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

"Affiliate" - A person or organisation legally obligated to, or informally associated with the University. Categories of affiliates are outlined on the University website.

"Library user" - A user(s) of the Library services or facilities, including members of the public and visitors.

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to the Policy Library for the latest version.