

Griffith College
Quality Assurance and Enhancement Policies, Procedures, Practices
and Guidelines

Title	Library User Policy
Document No.	QAE H2
Initial Approval by APC	March 2005
Approval of current version by APC	January 2019
Responsibility for Implementation	Senior Librarian
Related Documents	Library Acquisitions Policy (QAE H1)
	Library Policies and Procedures Manual (<i>issued by the Library annually</i>)

QAE H2 Library User Policy

1. Objectives

- 1.1 To identify those authorised to make use of the library's facilities
- 1.2 To identify the user's privileges in terms of library materials
- 1.3 To identify the code of conduct by which library users are bound
- 1.4 To reinforce the contents of the Library Policies and Procedures Manual.

2. Scope

- 2.1 This policy applies to all users of the College's library facilities and services.

3. Responsibilities

- 3.1 Library Users
- 3.2 Senior Librarian
- 3.3 Management Board
- 3.4 Library Staff
- 3.5 Library Services & ICT Committee

4. Authorised Library Users

- 4.1 In accordance with its mission statement, the library's primary function is to make appropriate educational resources available to the staff and learner body of the College
- 4.2 Current staff and registered learners (of all of the College's campuses) are free to avail of the library's facilities on presentation of a valid staff or learner card. Other individuals or groups may be provided with temporary or long-term access to the College's library, subject to authorisation from the management board in consultation with the Senior Librarian.

5. Use of Library Materials/Borrowing Entitlements

- 5.1 In order to ensure the equitable circulation of materials, the library has devised regulations regarding borrowing eligibility, length of loan of various materials, number of items that can be borrowed at one time, renewals, reserves, inter-library loans, overdue materials charges and damage and replacement assessments
- 5.2 These regulations are reviewed and revised on an annual basis and made available by the library to staff and learners at the outset of the academic year. They are also included in the Learner Handbook and the Lecturer Handbook and the Library's Policies and Procedures Manual.

6. Library User Code of Conduct

- 6.1 The library staff seek to encourage research and study by providing and maintaining a conducive library environment. Library users are expected to act responsibly, appropriately and courteously, to preserve this environment and the library facilities and services which contribute to it
- 6.2 In order to communicate these standards to library users, the library has devised a code of conduct, which is reviewed on an annual basis and included in the Learner Handbook, the Lecturer Handbook and the Library's Policies and Procedures Manual.

7. Breach of Library Regulations

- 7.1 The College shall endeavour to take an educational approach to unintentional breaches of the library's code of conduct. Advice shall be given when beneficial and explanations of the seriousness/repercussions of inappropriate use of the library on staff and learners shall be provided where possible
- 7.2 However, learners, or staff, who show disregard for the College's interests by deliberately or repeatedly breaching the library's code of conduct shall be subject to the appropriate disciplinary procedure.

8. Library Services & ICT Committee

- 8.1 The Library Services & ICT Committee shall review the operation of its usage policy and shall incorporate feedback into its Departmental Review
- 8.2 Further, it shall make recommendations to the APC regarding updates, amendments or additions on an annual basis.

9. Responsibilities

9.1 Library Users

- Abide by the library's regulations regarding use of materials/borrowing entitlements [5.1, 5.2]
- Abide by the library's user code of conduct [6]

9.2 Senior Librarian

- Identifies authorised library users in conjunction with the Management Board [4.2]

9.3 Management Board

- Only authorises additional library users in conjunction with the Senior Librarian [4.2]

9.4 Library Staff

- Implement the library's regulations regarding use of materials/borrowing entitlements [5.1, 5.2]
- Implement the library's user code of conduct and take appropriate action, if necessary, when these regulations are contravened [6, 7.1, 7.2]

9.5 Library Services & ICT Committee

- Reviews policy and incorporates feedback into Departmental Review [8.1]
- Advises the APC on policy changes [8.2]