POLICY:

UNIVERSITY LIBRARY BORROWING

Purpose: To identify who may borrow from the University Library and under what terms and conditions and to ensure equitable and appropriate access to the University Library collections and services

Responsible Executive: SDVC

Responsible Office: University Library

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1 Purpose

The purpose of this Policy is to:

- Define who borrow from the University Library and under what terms and conditions; and
- Ensure equitable and appropriate access to the University Library collections and services.

2 Borrowing Categories

There are a number of standard borrower types across the University Library. These are separated into two categories – mandated and discretionary.

3 Mandated borrowers

Mandated borrowers are provided with University Library services by virtue of their enrolment or employment with the University.

3.1 Undergraduate

Students enrolled in a programme that is designated by the University as an undergraduate course, including VET courses, and those in graduate entry degree comprised of coursework such as Medicine.

3.2 Postgraduate

Students enrolled in a programme that is designated as Postgraduate coursework, such as an MBA. Courses that include a minor thesis component do not qualify for ‘Postgraduate Thesis’ status. Any thesis that involves up to but not more than one semester’s commitment is considered ‘minor’.

3.3 Higher Degree by Research

Students enrolled in a programme that involves a major thesis component. Any thesis that takes at least a full academic year to complete is considered a ‘major’ thesis. Students enrolled in a full year honours programme, for example, qualify under this definition.

3.4 Academic Staff

Any staff employed to under an academic contract, including sessional and adjunct staff.
4 **Discretionary borrowers**

Discretionary borrowers are individuals who are offered services at a specific library at the discretion of the University Librarian. These borrowers are not permitted to borrow reserve, short-term-loan or AV collection items or to use the Library’s electronic resources other than within one of the libraries as a ‘walk-up user’ (where such access is provided by IT Services) or where they have a University network account (i.e General Staff).

4.1 **Reciprocal Borrowers**

The University Library provides reciprocal borrowing to currently enrolled students and currently employed staff of participants in the ULANZ scheme, a cooperative arrangement between CAUL (Council of Australian University Librarians) and CONZUL (Council of New Zealand University Librarians). This University does not charge in-bound reciprocal borrowers for registration. Borrowers are provided with services subject to the terms of the ULANZ scheme.

Students and staff of this University can apply to borrow from other participants in the ULANZ scheme. These students and staff will be personally liable for any registration fees and other costs and charges associated with the application to other participants in the ULANZ scheme.

4.2 **General Staff**

Staff employed under an administrative staff contract will be offered University Library services upon presentation of their staff card. Staff who are not in ongoing employment will have their membership limited to the period of their contract.

4.3 **Alumni**

Individuals who have graduate from a university course may be offered membership of a specific library once they have registered with the Alumni office. No charges will be levied on alumni for this service.

4.4 **Public Borrowers**

Members of the public who wish to register as borrowers may be offered borrower privileges for a maximum period of 12 month at a time. All public borrowers will be required to pay a charge for the service. The amount of this charge will be published on the University Library website.
5 Eligibility, Registration and Application Fees

5.1 Mandated borrowers

Mandated borrowers are provided with a specific range of services while they are employed or enrolled and without the requirement for formal application or any kind of application fee. Registration will be provided upon presentation of a valid University staff or student card with a current year sticker. External students are entitled to additional services as defined below.

5.2 Discretionary borrowers

Discretionary borrowers are all required to register for services. Services will only be provided upon presentation of proof of eligibility, identification and residence. In all cases services are offered only for a maximum of a 12 month period. Borrowers are required to re-register at the end of the registration period if they wish to continue to use the University Library services.

The only discretionary categories requiring payment of a charge before the services are provided to the borrower are Public Borrowers. These charges are explained above.

6 Loan Periods

Loan periods for the University Library will be clearly stated on University Library website. Borrowers will informed of the due date for their loans by means of either a date stamp on the item or a receipt slip. Borrowers will be reminded of the due date for their loans by email. Regardless of this information borrowers remain responsible for returning items by the due date or renewing these loans, where possible.

Renewal periods will be the equivalent in length as the original loan period.

7 Fines, Fees and Charges

Fines, Fees and Charges are mechanisms for dealing with situations in which University materials are either returned late, damaged by the borrower or not returned at all. These are explained in the University policy entitled POLICY: University Library Fines Fees and Charges
8 External Students

The University Library considers a student to be an External Student where they are enrolled in:

- A unit of study that is designated by the University as available in External mode and they are designated as an External student in that unit; and
- They live outside of the Perth Metropolitan Area (as defined on the External Students webpage on the University Library website) or live outside of the Broome township (as defined on the External Students webpage on the University Library website)

Standard services which are provided to External Students are:

- Dispatch by Australia Post of items from the Main Collections of participating libraries within 3 working days of requests from the borrower, providing requests are made via the designated request form *; or
- Dispatch via email of PDF scans of hard-copy journal articles and extracts from printed books within 3 working days of requests from the borrower, providing requests are made via the designated request form. ^

^ All requests must comply with the terms of the University’s Copyright Licence

The University Library will meet all costs associated with the service with the exception of return postage fees for items loaned by External Students.