

## **LIBRARY REGULATIONS**

### **Persons Entitled to Use the Library**

1. Any person may use the resources and facilities in the University Library, unless excluded under regulation 7 below, or unless the University Librarian determines that use by members of the general public hinders members of the University in the pursuit of their studies, or unless use by members of the general public is excluded by conditions applying to a particular resource or facility.
2. All members of the University, Senate, staff and students, and any other persons approved by the University Librarian, are entitled to borrow books and other library materials from the Library in accordance with these regulations.

### **Hours of Opening**

3. The hours of opening of the University Library and the Veterinary Branch Library at the Murdoch Campus shall be as the Pro Vice Chancellor (Academic), on the advice of the University Librarian shall determine. The hours of opening shall be posted at the Library entrances and on the Library website.

### **Conduct of Readers**

4. Substances liable to cause damage may not be brought into the Library. Smoking and the consumption of food and drink are forbidden in all public areas.
5. Persons leaving the Library may be required to present for inspection any library materials in their possession and any bags or other receptacles capable of containing library materials.
6. The reservation of seats in public areas is not permitted. Books and other articles left unattended for more than twenty minutes on chairs and tables may be removed by the Library staff. Articles left in these areas at closing time will be cleared away. The Library accepts no responsibility for personal belongings left in the building.
7. Any person who in the opinion of the University Librarian or Officer-in-Charge seriously inconveniences other Library users, or causes damage in the Library, may be excluded from the Library for the remainder of that day and shall make good any damage caused.
- 7A. Mobile telephones are not permitted to be used or turned on in the Library, except in areas designated by the University Librarian.

### **Borrowing of Library Materials**

8. All library materials, other than those specified in regulations 16 and 18, may be borrowed for an appropriate loan period, as determined by the University Librarian. The University Librarian shall have the power to allow the recall of an item at any time, including before the expiration of the normal period of loan.
9. The loan period on a borrowed item may be extended upon application provided that there is no request for the item by another library user.
10. There are limits on the number of items of library material which may be borrowed. These limits shall be determined by the Pro Vice Chancellor (Academic) on the recommendation of the University Librarian, and shall be posted at the Library service desks and web site.
11. No person shall remove a book or any other library material from the library without a proper record having first been made.
12.
  - (1) Persons other than members of the University Senate, staff and students may apply to the University Librarian for approval as community borrowers.
  - (2) Companies and other bodies not affiliated with the University may apply to the University Librarian for approval as corporate borrowers.
  - (3) It shall be a condition of approval that applicants agree to be bound by these regulations and any other special conditions of borrowing related to community borrowers and corporate borrowers.
  - (4) Any person approved as a borrower under this regulation shall be issued with a borrower's card on the payment of an annual fee, provided that:
    - (a) visitors to the University and approved University benefactors may be approved as community borrowers without payment of a fee;
    - (b) pensioners, unemployed persons and others in similar financial positions may be approved as community borrowers at a lower fee;
    - (c) non-profit organisations may be approved as corporate borrowers at a lower fee;
    - (d) the fee to be paid by any category of borrower shall be specified in the Fee Rules, and different fees may be established for different categories of borrowers; and
    - (e) notice of fees to be paid by borrowers and any variations to those fees shall be posted at the Library service desks and web site.

- (5) Any approval under this regulation may be revoked by the University Librarian at any time and without notice.
- (6) The University may by separate agreement admit members of other institutions to such library privileges as may be specified in that agreement.
13. Borrowers shall present their student, staff or borrower's card, as the case may be, on each occasion of borrowing. Lost cards will be replaced on payment of a fee specified in the Fee Rules.
14. In the event of loss, damage or non-return of any borrowed item, the borrower may be required to pay the full cost of repair or replacement of the item, in addition to a fine determined by the University Librarian. The borrower is still liable for fine if the item is returned after an invoice has been raised.
15.
  - (1) A borrower failing to return an item within the allowed period of loan for that item, or within seven days of the date of recall of that item, shall be allocated demerit points at rates determined by the Pro Vice Chancellor (Academic) on the advice of the University Librarian. The current rates shall be posted at the Library service desks and web site.
  - (2)
    - (a) The borrowing rights of a borrower who accumulates more than 200 demerit points or such other maximum figure as the Pro Vice Chancellor (Academic) on the advice of the University Librarian shall determine, shall be suspended.
    - (b) The borrowing rights of a borrower who does not return recalled items within seven days of the date of the recall may be suspended by the University Librarian or designated senior officer of the Library.
    - (c) The borrowing rights of a library user who fails to make good the full cost of replacement or repair of an item damaged or not returned, including any fine, may be suspended by the University Librarian or an officer of the Library authorised by the University Librarian until the costs have been paid.
    - (d) The borrowing rights of a borrower who retains an item from the Reserve Collection over the due time for return may be suspended by the University Librarian or designated senior officer of the Library.
    - (e) The borrowing rights of a borrower who does not return any item within 10 days of the date due for return or within a time determined by the University Librarian may be suspended by the University Librarian or designated senior officer of the Library until the item is returned or declared lost.
  - (3) A borrower whose borrowing rights are suspended may apply to the University Librarian or designated senior officer of the Library for restoration of borrowing rights.
    - (a) The borrowing rights of a borrower who accumulates the maximum number of penalty points may be suspended. If the University Librarian sees fit, the borrower's borrowing rights may be reinstated, on payment of a fine specified in the Fee Rules. The level of the fine shall be posted at the Library service desks and web site.
    - (b) The borrowing rights of a borrower who fails to make good the full cost of replacement or repair of an item, damaged or not returned including any fine, maybe suspended by the University Librarian or an officer of the Library authorised by the University Librarian until the costs have been paid.
    - (c) Suspension of borrowing rights shall not bar the borrower from reading in the Library or using library materials within the Library.
  - (4) Subject to return of all overdue or recalled items, and payment of any charges imposed under these regulations, all suspensions shall be lifted at the end of each calendar year, and every borrower shall begin each calendar year at zero penalty points.
  - (5) Information relating to borrowers' records shall at all times remain confidential.
  - (6) Any penalty imposed by this Regulation may be waived or reduced at the discretion of the University Librarian or Library staff member authorised by the University Librarian.

### **Library Materials Not Available for Loan**

16. The following materials are not available for use outside the Library building, except by special permission of the University Librarian or Library staff member authorised by the University Librarian:
  - (a) Library materials marked 'R' in the Reference collections.
  - (b) Books and other materials marked 'B' in the Bibliography collection
  - (c) Periodicals
  - (d) Library materials marked 'Q'
  - (e) Any other item specified by the University Librarian.

### **Library Materials Available on Short Term Loan Only**

17. Books required for specific units and any other items deemed likely to be in heavy demand may be placed in the Reserve Collection and may be borrowed for limited periods only. These periods shall be stated in a notice at the Library service desks and web site.

### **External Students**

18. Notwithstanding the above regulations, external students may borrow or use or access library materials under the conditions and for periods specified by the University Librarian from time to time.

### **Photocopying**

19. In cases where the Library is charged for photocopies, unless it decides to incorporate the material in the Library's collection, the Library will charge the cost to the person, Division or other agency requesting the copy. Requests for copying will be accepted by the Library only on the understanding that the charge will be met.

### **Admission of Children**

20. Children under the age of 7 years will not be permitted to remain in the Library unless they are accompanied by an adult library user and are under the close supervision of that library user. Any damage caused to Library property will be the responsibility of that library user.

### **Services to Community Borrowers and Outside Bodies**

21. Requests by community borrowers and outside bodies for on-line computer subject searches, or other services, will be accepted by the Library only on the understanding that the full costs of the service will be charged to and met by the person or body requesting the service, at rates to be determined by the University Librarian from time to time.

### **Copying Facilities**

22. Copying facilities are available in the Library for use by those enrolled students or members of the University staff needing these facilities for the purpose of their research, study or other proper and lawful use. Such use is only for the purposes of copying material not in copyright or for copying material in copyright in those cases in which the copying does not constitute an infringement of copyright.  
*The use of the facilities for a purpose which constitutes an infringement of copyright is absolutely forbidden.*
23. A person other than an enrolled student or member of the staff of the University who wishes to use the Library's copying facilities may be do so provided that the use will not involve an infringement of copyright.
24. To assist library users a copy of the Copyright Act 1968 may be accessed using library facilities.  
*In every case it is the obligation of the user to ensure that the proposed copying is not a breach of the Act and that the proposed action is not within the terms of the prohibition set out above.*