

Library Policy

Printed copies are for reference only. Please refer to the electronic copy in the Policy and Procedure Manager (PPM), the electronic policy management system (EPMS), to ensure you are referring to the latest version.

Purpose:

The Library Policy applies to all who visit any of the Murdoch University Libraries. It sets out the conditions of use of Library resources and facilities, and expectations of client conduct. The purpose of the Library Policy is to facilitate equitable access to Library materials, and ensure the appropriate use of Library facilities for the on-going enjoyment of the Murdoch University Community.

Audience:

Staff, students, visitors, public

Definitions:

Any defined terms below are specific to this document. The definition of common terms appears in the Murdoch University Dictionary of Terms.

- “Library” refers to all branches of the Murdoch University Library.
- “Library materials” refers to all physical materials held in the Murdoch Library, and resources provided electronically.
- “Borrowing card” is either a Murdoch staff or student ID card, or a borrower card prepared by the Library, or a Library card issued by another institution which is validated by Murdoch University Library for the purposes of borrowing Library materials.

1. Library Clients

The facilities and services of the Murdoch University Libraries are available to all members of the University community, including:

- 1.1 Current Murdoch University staff and students.
- 1.2 Murdoch University alumni.
- 1.3 Visitors from other universities and institutions.
- 1.4 High school students.
- 1.5 Community members.
- 1.6 Corporate members.

Different levels of access, service and borrowing rights are applicable to different groups, as determined by the Director Student & Library Services. These will be published on the Library website.

2. Client Conduct

- 2.1 Library clients and Library staff are expected to treat each other with respect. Murdoch staff and students must behave in accordance with the [Staff Code of Conduct](#), the [Student Code of Conduct](#), and the University's [Code of Ethics](#).
- 2.2 Clients must be mindful of their conduct and the impact it might have on others while in the Library.
- 2.3 Noise zoning in the Library is determined by the Director Student & Library Services. Clients must be mindful of this zoning and behave in a manner that aligns with or does not exceed the relevant noise zoning signs as they are displayed.
- 2.4 Clients must treat Library materials with care and avoid damaging or endangering them.

3. Conditions of Use

- 3.1 A valid borrowing card is necessary when borrowing Library materials.
- 3.2 Current names and contact details must be recorded in relevant systems. It is the responsibility of borrowers to ensure their personal information is up-to-date.
- 3.3 The Director Student & Library Services determines the conditions of use and the charges for any equipment, facilities or services.

4. Library Materials

- 4.1 Library materials are collected and deselected in accordance with the [Library Collections Policy](#).

5. Use of Library materials – borrowing

- 5.1 Library materials may be borrowed under the conditions determined from time to time by the Director Student & Library Services. These will be published on the Library website.
- 5.2 Certain categories of material may only be used in the Library e.g. Reference material.
- 5.3 Library clients are responsible for the care and return of items they have borrowed.
- 5.4 Except in special circumstances, as determined by the Director Student & Library Services, Library clients may not borrow in anyone's name other than their own, use anyone's borrowing card other than their own, or transfer a loan to another patron.

- 5.5 Borrowed material shall be returned on or before the due date unless the loan period is renewed.
- 5.6 Items on loan may be recalled at any time and the recalled item must be returned by the new due date.
- 5.7 Clients must not remove any materials from the library without them being appropriately borrowed.
- 5.8 On leaving the Library, clients may be asked to show staff materials they have borrowed.

6. Use of Library materials – Copyright and Licence implications

- 6.1 Clients are referred to the University's [Copyright Policy](#), which describes the policy for the use of copyright material at Murdoch University.
- 6.2 When using any means of copying, printing or scanning, clients shall comply with the Commonwealth Copyright Act 1968 (as amended), including the Digital Agenda Copyright Amendment 2001.
- 6.3 Notices indicating permissible actions will be displayed alongside Library copying, printing and computing facilities and Library patrons must comply with these legal requirements.
- 6.4 Clients shall comply with the conditions of use of online resources, such as databases and online journals, accessed through the Library.
- 6.5 Access to and use of online resources by clients may be restricted due to licence agreements.

7. Use of Library facilities

- 7.1 The Director Student & Library Services, determines what constitutes appropriate use of the Library's facilities. Clients wishing to use Library spaces for functions, displays, or any other purposes which may have an impact on other Library users, must seek permission from the Library.
- 7.2 When using Library computers, clients must abide by the University's [IT Conditions of Use Policy](#).
- 7.3 Clients may consume food and non-alcoholic drinks in the Library, except in zones where it is specifically restricted or prohibited. Clients are requested to dispose of all rubbish in the bins provided, and alert Library staff to any spills.
- 7.4 Children under 12 years of age must be accompanied by, and under the direct supervision of, an adult at all times. Murdoch University students have priority for use of study tables and chairs and computers, and children using these may be asked to vacate them for use by University students.
- 7.5 Clients are responsible for their own personal belongings; the University accepts no responsibility for client personal belongings.
- 7.6 Clients must abide by the [University By-Laws](#) and the [Animals on Campus Procedure](#). These provide significant restrictions for bringing any animals onto campus, except for service dogs (eg. guide dogs).

- 7.7 Murdoch staff and students may take photographs and short videos for their personal use or for class assignments in the Library, using hand-held devices, provided that staff and other users are not photographed or inconvenienced. Permission is required from the Library for any filming or photography for commercial purposes or wider distribution, which includes shots of recognizable faces, or which requires additional equipment or moving of furniture.
- 7.8 Permission is required from the Library before clients may display notices on Library noticeboards. Specific noticeboards are reserved for Library, Law Library, University, Student Guild and Community notices. Posting of notices other than on noticeboards (e.g. on walls, windows, doors, pillars or stairwells) is not permitted.

8. Infringements and Penalties

- 8.1 A scale of penalty points or fines will operate for items which are retained beyond the due date.
- 8.2 The scale of penalty points or fines shall be reviewed periodically and is determined by the Director Student & Library Services. This will be published on the Library website.
- 8.3 Outstanding penalties or fines can impact the availability of academic results.
- 8.4 Clients who lose, damage, remove or in any way diminish an item or library equipment, furniture, artworks or facility without permission may be invoiced for the cost of replacement/repair and/or face other legal action.
- 8.5 The charges payable for lost or damaged items are determined from time to time by the Director Student & Library Services. These will be published on the Library website.
- 8.6 Clients who do not abide by this policy or the policies of the University may be directed by Library staff to leave the library premises and be subject to further action under the University's Staff or Student Misconduct policies, the Murdoch University By-Laws, or other relevant policies of the University.

9. Feedback and Complaints

- 9.1 Feedback may be provided to the Library verbally or in writing through the Library Website.
- 9.2 Complaints about any action taken in accordance with this Policy should be directed in the first instance to:
 - The Director
 - Director Student & Library Services
 - Murdoch University
 - 90 South Street
 - Murdoch WA 6150
- 9.3 Formal complaints will receive a written response within 14 calendar days.

- 9.4 Nothing in this Policy prevents the use of other University complaints mechanisms.

Related Documents:

[University By-Laws](#)

[Code of Ethics](#)

[Library Collections Policy](#)

[Copyright Policy](#)

[Staff Code of Conduct](#)

[Student Code of Conduct](#)

[IT Conditions of Use Policy](#)

[Animals on Campus Procedure](#)

References:

There are no references.

Approval and Implementation:

Approval Authority:	Director Student & Library Services
Responsible Officer(s):	Director Student & Library Services
Approval Authority for supporting procedures:	Director Student & Library Services
Approval Authority for supporting guidelines:	Director Student & Library Services
Approval Authority for supporting standards:	Director Student & Library Services
Contact Officer:	Director Student & Library Services

Revision History:

Approved/ Amended/ Rescinded	Date Approved	Effective Date	Next Review Date	Resolution No. (if applicable)
29/03/2019	30/10/2018	30/10/2018	30/10/2021	UEC/30/2018