

LIBRARY RULES

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Related Documents	Staff Code of Conduct; Student Code of Conduct; Copyright Policy; Student Fees Policy.		
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1.0		Teaching & Learning Committee	August 2018

Purpose

The purpose of these rules is to safeguard the interests of all Library users and to enable the Library to carry out its functions as efficiently as possible.

The use of all computers and IT facilities within the Library must comply with APIC's Rules regarding the use of computers and data networks.

Scope

These guidelines apply to all people accessing the APIC Library facilities, including students, staff, visitors and any other authorised users.

Library Rules

1. Conditions of use of the library facilities

- 1.1. APIC's libraries are available for use by all APIC students and staff and authorised visitors.
- 1.2. Authorised visitors may have walk-in access to the information resources while in the Library.
- 1.2. Authorised users must use their own current APIC ID card to borrow books and provide APIC library with their correct name and contact details.
- 1.3. All library users and Library staff must interact with mutual respect and consideration.
- 1.4. Anyone found to be causing a disturbance or inconvenience to other library users may be asked to leave.
- 1.5. All Library users must always comply with the Copyright Act 1968 provisions and regulations when copying, printing or recording information whether in the Library and/or accessing library resources both on and off campus.
- 1.6. Library users will:
 - 1.6.1 Respect and use the Library space, property, equipment and resources appropriately at all times
 - 1.6.2 Respect other Library users

- 1.6.3 Switch mobile phones to silent when entering the Library
 - 1.6.4 Not leave any bags or belongings unattended in the Library
 - 1.6.5 All Library users may from time to time be requested to have their bags inspected when leaving the Library area.
 - 1.6.6 Adhere to all notices and signages provided
 - 1.6.7 Copying, scanning and printing facilities are provided on the condition that Library users when making copies do so in accordance with the Copyright Act 1968.
 - 1.6.8 Adhere to and comply with all requests made by the Library Staff
 - 1.6.9 Provide proof of identification, when requested
 - 1.6.10 Food and/or drinks may not be consumed within the Library
 - 1.6.11 Smoking, including the use of e-cigarettes, is not permitted anywhere in the Library
- 1.7 All Library users must abide by the APIC Student and Staff Codes of Conduct.

2. Borrowing information resources

- 2.1. All Library users must follow and abide by the APIC Library Borrower Guidelines which are published XXXXX
- 2.2. Library users are responsible for the care and return of all information resources borrowed. All information resources must be returned in good condition to the Library on or before the due date or time indicated.

3. Fees

- 3.1. All fees, charges and penalties are indicated in the APIC Library Borrower Guidelines.

4. Penalties

- 4.1. If a Library user has an overdue item, or unpaid charges, the Library staff may suspend that user's borrowing privileges.
- 4.2 If any APIC student or staff member commits an act of misconduct in or in relation to the Library space, property, equipment and resources then they will be dealt with as outlined in the Staff and Student Code of Conduct.

5. Exclusion of Liability

APIC's Libraries are not responsible for any loss of or damage to personal items brought into the Library by users.