



Library Usage Policy and Procedure

Version 1.1

Library Usage Policy and Procedure

1. Purpose

The purpose of this policy and procedure (Policy) is to establish a standard for the use of library resources.

2. Scope

This Policy applies to all college staff and students.

3. Roles and Responsibilities

Librarian and library officer: The Librarian and library officer are responsible for the library system and management, and the distribution of the library resources.

Head Librarian: The librarian that oversees the management of the library and is the supervisor of the library staff.

Finance Department: The finance department of Brighton Pacific through Australia Institute of Business and Technology (AIBT) and Australia Institute of Business and Technology International (AIBT-I) is responsible for the payments related to the library resources and fines/penalties.

User: A user of the library must follow the policies of the library and the platforms the library is established with.

4. Definitions

User: Anyone that uses library resources.

Working day: Days not including weekends and public holidays.

ProQuest Platform: The websites and systems run by ProQuest.

5. Related Legislation and Documents

Library Policies and Procedures:

“Library Resource Purchase Policy and Procedure”

Other Relevant Documentation:

ProQuest Terms and Conditions:

<https://www.proquest.com/about/terms-and-conditions.html>

ProQuest Privacy Policy:

<https://www.proquest.com/about/privacy-home.html>

Australian Information and Technology (AIBT) Privacy Policy:

<https://aibtglobal.edu.au/privacy-policy/>

Australian Copyright Act 1968

6. Policy Statement

6.1 General Principles

This library policy and procedures is used in conjunction with the policies on the platform and systems the library has agreements with and the colleges that the library is associated with. These include(s) the related policies and documents in section 5.

The library is to be made available for all users unless there are unforeseen circumstances or maintenance is scheduled.

6.2 Users

When users use the library, they agree to follow this policy and procedures and those described in section 5.

All users should attend a training session before using the library system and resources.

6.2.1 College Staff

All staff of the college have permission to use the library. The staff may request the purchase of library resources by following the “Library Resource Purchase Policy and Procedure”.

6.2.2 Current College Student

All current students of the college have permission to use the library. The students may request the purchase of library resources by following the “Library Resource Purchase Policy and Procedure”.

6.3 Librarian and Library Officer

Librarian and library officer will manage the library and distribute and procure library resources.

Librarian and library officer will respond to queries about the library and process in a prompt and polite manner within a reasonable timeframe.

6.4 Finance Department

The finance department controls the finance of the library.

6.5 Request and Purchase of New Library Resources

Refer to the “Library Resource Purchase Policy and Procedure”.

6.6 Documentation

The borrowing of any library resources will be recorded.

6.7 Loan and Extension of Loan Timeframe

Online Library resources can be borrowed through the ProQuest platform.

Student users can borrow up to 3 items (physical) for 14 days and staff users can borrow up to 7 items (in hardcopy) for 30 days.

The user will be informed of the expected return date at the time of collection through the user’s college email.

Loan extensions of the physical library resources can be requested by contacting the library or via the library system. The approval of the request is subject to the availability of the library resources.

This requirement can be exempted only by the authorised librarian, authorised library officer or Head librarian

6.8 Review and maintenance

All current and previous recorded loans can be reviewed at any time to improve the
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efficiency and catalogue of the library resources.

The library will conduct regular maintenance. When the maintenance is scheduled, the information will be announced to the users.

In the event of the library systems unexpectedly becoming unavailable, the library will provide an announcement and indicate the communication channel available for the users to the library at that time. These communication channels include, but are not limited to; the library email, and the library website.

Recorded penalties can be reviewed at any time by the librarian or library officer with the relevant parties involved.

6.9 Use of library resources

The purchased library resources should only be used by those with permission to use the library. These include; librarians, college staff and college students. All library resources should be treated with care. Damage of library resources can result in penalties.

6.10 Privacy

The library staff will not divulge the information of any user unless it is required for the process of services or through legal requirements.

The library will follow the privacy policy described in section 5.

6.11 Non-Discrimination

No user will be denied library service based on race, religion, sex, politics or any attribute as defined in the *Anti-Discrimination Act 1991* (Qld) or applicable commonwealth legislation.

6.12 Training

Training sessions about the use of the library system will be made available by the library.

Information about the training sessions can be found on the website (TBA) or by contacting the library.

6.13 Penalties

Reasonable penalties are decided by the library staff with the relevant parties involved.

Penalties will be related to the user's access to the library resources, replacement of the damaged library resources or overdue library resource. These penalties can include but are not limited to;

- Replacement of the library resources;
 - The fine is the replacement cost of the resource.
 - The replacement fine would be issued for the failure to return the library resource or damage to the library resource that would require the replacement.
- Late fees;
 - The user will be fined \$2 per working day after the return due date of the library resource.

- o The user will be fined with the replacement cost if he/she fails to return the item(s) that are overdue for more than 10 working days.
- Restricting access to the library;
 - o If a user has continually damaged multiple physical library resources (more than three within a year) the library may restrict the access of the user to only use online resources.
 - o If a user has outstanding fine from the library, he/she may not be able to borrow a library resource until the fine is paid.
 - o If there is continuous excessive misuse of the library and/or damage to library resources, the library may review and/or remove the users' access to the library.

Failure to resolve financial penalties for the damage of library resources will subject to the policies and procedures of the college.

Payment Method

- Staff: If any late fees or penalties occur on staff, the library will inform the staff and the finance department, the staff needs to pay their owing amount directly to the finance department.
- Students: If any late fees or penalties occur on a student, the library will inform the finance department to issue an invoice and send to student's email.

The library will be responsible for informing the finance department to issue an invoice to the user and enforcing the non-monetary penalties.

Both the library and finance department will be responsible for following up on any outstanding library fines.

6.14 Appeal

Users can submit an appeal form via <https://aibtglobal.edu.au/support/complaint/> to request for a review of the imposition of the penalties if they do not agree with the decision.

6.15 Ownership and use of library resources

The ownership and copyright of the library resources will adhere to the platforms that the resources were purchased from.

The purchased library resources should only be used by those with permission to use the library. These include; librarians, college staff and college students.

6.16 Photocopying, Scanning and Printing

The Australian Copyright Act allows the copying of up to 10% or one chapter of a published work for educational use unless the usage condition of the resource states otherwise.

The library will inform the users of the Australian Copyright Act through this Policy, training, library manual and website and will provide summaries of the act related to

copying material from the library in the training, library manual and website.

The copying of online resources (e-books) is not prohibited unless there is special permission given by the copyright holder.

It is the user's responsibility to not infringe copyright law. Any breach of the copyright law that is discovered by the library may result in penalties.

7. Procedure

Library Borrowing (Online copy)

Borrowing of online library resources can be done through ProQuest platform or other systems that the library incorporates.

Extending Loan (Online copy)

The process to extend the loan of the online library resource can be found at the ProQuest platform or other systems that the library incorporates.

Library Borrowing (Physical copy)

Borrowing a physical copy of a library resource can be done by contacting the library and collecting the resource.

Contact: library@aibtglobal.edu.au

Pick up Location: TBA

Extending Loan (Physical copy)

Extending the loan of a physical copy of a library resource can be done by contacting the library or via the library system. The extension of the loan is subjected to the availability and demand for the library resource. If the resource is requested by another user, then the physical library resource loan cannot be extended.

Contact: library@aibtglobal.edu.au

General Enquiries

To contact the library, use the library email: library@aibtglobal.edu.au

If contact the library is not available, please inform the relevant college through their general enquiries.

8. Subject

N.A.

9. Appendix

N.A.

10. Approval and Review Details (Policy Information and Modification History)

Approval and Review	Details
Policy and procedures reviewed by	Assistant Head of Quality Assurance Dr. Adrian Noppe

Policy and procedures approved by	Chief Compliance Officer Dr. Chalermlok Dejsakultorn
Date approved	08/06/2020
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