

## Operational Policy

### Library & Learning Centre - Conditions of Use

<b>1. Policy Statement</b>	Library & Learning Centre (LLC) resources and facilities are provided to support the educational activities of the Institute. The LLC aims to provide resources, services and study spaces that are conducive to research and learning. These conditions of use are intended to ensure equitable access to resources and facilities for all LLC users.
<b>2. Purpose</b>	To detail the Library & Learning Centre services available to authorised users.
<b>3. Scope</b>	This policy applies to all users of the Library & Learning Centre: Students, Staff and Alumni of the Institute.
<b>4. Associated Policies and Procedures</b>	This policy should be read in conjunction with the following policies and procedures: <ul style="list-style-type: none"> <li>• Library &amp; Learning Centre - Fines and Charges</li> <li>• Code of Conduct</li> <li>• Email and Internet Usage</li> </ul>
<b>5. Associated Documents</b>	This policy should be read in conjunction with the following documentation: <ul style="list-style-type: none"> <li>• Visitors to SAE campuses</li> </ul>
<b>6. Policy</b>	<p><b>6.1 Authorised Users</b></p> <p>The facilities and services of the LLC are available to all students and staff of SAE.</p> <p>Services, which are prescribed by licence agreements, or other contractual or legislative requirements, are available only to those clients of SAE specified by the providers of those services, or by the relevant legislation.</p> <p>Alumni may use items from the collection within the confines of the Library &amp; Learning Centre. Access rights do not extend to borrowing privileges.</p> <p><b>6.2 Conditions of Use</b></p> <p>Borrowing conditions, loan periods and fines and charges are specified on the Library website. It is the responsibility of authorised users to familiarise themselves with all borrowing information on the Library website and adhere to loan periods and conditions.</p> <p>Some resources may be restricted and not available for use by Alumni or visitors, such as items in heavy demand or those restricted by licence conditions.</p> <p>Current students and staff of SAE have priority access to resources and facilities in the Library &amp; Learning Centre.</p> <p><b>6.3 Borrowing</b></p> <p>Library materials may be borrowed under the conditions determined by the manager of the LLC.</p>

Prepared by C. Paroz | Library & Learning Centre - Conditions of Use | AU\_1\_A\_POL\_Library\_Use\_200206 | Approved by M. Evans

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- Resources must not be removed from the LLC unless loan records are completed for them.
- Clients are responsible for any materials for which there are loan records in their name. This responsibility ends only when the items are returned and the loan record is officially closed.
- Clients may not borrow in another person's name
- No client may transfer a loan to another client. The client in whose name the loan record is held shall be regarded as the borrower and shall be responsible for the return of the loan, undamaged.
- Any item on loan to a client shall be returned on or before the due date, but may be recalled at any time.
- LLC staff have discretionary power to lend, or to refuse to lend any item at any time.
- Clients leaving the LLC must produce any LLC item in their possession, for inspection by LLC staff if requested to do so.
- Clients may be subject to disciplinary action if loans are not recorded prior to a client leaving, or attempting to leave the LLC.

#### 6.4 Computers

LLC computers are provided for authorised users to research library and course-related resources. Users of LLC computers must comply with the following policies and procedures:

- Email and Internet Usage

#### 6.5 Copyright and Licence Restrictions

Library members and visitors must observe the Copyright Act 1968 provisions and regulations at all times when accessing LLC resources both on and off campus. Many electronic resources provided by the LLC are subject to licence agreements and copyright restrictions. Individual users are personally responsible for ensuring their use of these resources complies with all relevant legislation and agreements.

#### 6.6 Conduct

LLC members and visitors must respect other LLC users at all times and not participate in behaviour or conduct likely to interfere with the comfort or convenience of others.

The LLC aims to be a safe and healthy environment, conducive to study for all users.

- Restrictions and conditions on the consumption of food and beverages in a LLC is at the discretion of local LLC staff and management.
- Smart devices are permitted in a LLC, providing they are set to silent and calls are conducted outside of the LLC.

The Institute reserves the right to check bags, folders or other belongings of LLC members and visitors.

Photography and filming in LLC spaces requires prior authorisation from LLC staff.

	<p>Children must be accompanied and supervised by an adult at all times.</p> <p><b>6.7 Infringements and Penalties</b></p> <p>Clients may be required to pay for any damage to or loss of LLC resources or facilities. A client who breaches this condition may be excluded from the LLC. In cases of serious breaches involving damage to property, disruption to library services and/or significantly impacting other students using the LLC, a student’s enrolment may be terminated in accordance with the stipulations in the Code of Conduct.</p> <p>Students with debt may have studio time and access to other Institutional resources restricted. If fines and charges remain outstanding following course completion, exam results, certificates and other awards will not be issued.</p> <p>Serious or repeated infringements will be referred to the Dean, SAE Southern. Serious offences may also be referred to Police who may take further action.</p>
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Version	Date	Approval
151127		Academic Board
151218		L. Aitken, CEO
200206	6 <sup>th</sup> February 2020	Matthew Evans, General Manager – SAE Australasia