

## **Federation University Library**

### **Library Terms of Use**

#### **1. LIBRARY MEMBERSHIP**

1.1. The following people are entitled to full individual membership of the Library:

- 1.1.1. Staff and students of the University, including partner institutions
- 1.1.2. People who are designated Associates of the University
- 1.1.3. Staff and students from other Australian universities and TAFE institutes accessing the Library collection in person if their institutions are members of reciprocal borrowing schemes.

1.2 Members of Federation Alumni are entitled to on site access to the print collection and library spaces. They can also apply for paid membership to borrow from the print collection and, where licences permit, to access e-resources.

1.3 Members of the public are entitled to on site access to the print collection and library spaces. They can also apply for paid membership to borrow from the print collection

#### **2. ACCESS TO RESOURCES AND SPACES**

2.1 Access to, and use of, electronic resources must comply with specific licences, and is restricted to non-commercial academic research or education purposes

2.2 A current Federation University ID card, Library membership card, Reciprocal Borrower card or MyLibrary App must be presented to borrow Library resources.

2.3 The University Librarian or nominee will determine, for resources which are available for loan, the number of items which a user may have on loan, and the period for which the items may be borrowed. The care and safekeeping of borrowed materials is the member's responsibility until they are returned to the Library on or prior to the specified date and time.

2.4 Return of resources after the due date may result in suspension of library borrowing privileges.

2.5 Library resources may be recalled at any time in which case members will be advised of the new due date. Disregard of a notice recalling Library material may incur suspension of borrowing privileges.

2.6 Where Library resources are not returned, or are returned in a damaged state, a fee determined by the University Librarian to be the cost of replacing or repairing the Library materials, including a processing charge, may be applicable. This is in addition to any suspension of borrowing privileges.

2.7 Members with unpaid Library charges may have their academic results withheld and/or lose their Library borrowing privileges.

2.8 The loss of a University ID card should be reported to Library staff immediately to avoid liability for any costs incurred from use of that card by another person.

2.9 Any communication with a user will be sent to the email address recorded in the user's record on the University's management system or the Library Management System, as appropriate.

2.10 Member contact details should be updated with the University. Community users are to advise the Library of any changes to their contact details

### 3. CONDUCT AND USE OF SPACES

3.1 Library users must comply with any instructions from Library staff and are required to produce their University ID card, Library Membership card, Reciprocal Borrower's card or other form of photo ID at any time if asked by Library or Security staff.

3.2 Smoking, alcohol and illegal drug use are prohibited in the Library. Drinks and hot food must be in lidded or capped containers, otherwise may be removed by staff.

3.3 Mobile phones and other devices are permitted in quiet study areas provided they are switched to silent mode.

3.4 Library resources, including hardware, software, and property must be left fit for use for other Library members and not be damaged, defaced or inappropriately used. Library members should notify staff if resources or property are damaged, defaced, inappropriately used or accessed.

3.5 Noise levels must be appropriate to the study space being used.

3.6 Waste items are to be disposed of using the appropriate landfill or recycling bins

3.7 The Library does not accept responsibility for personal belongings left unattended in the Library. Books and any other articles left unattended in the Library may be removed by staff and will be available at the InfoPoint or Security/Facilities Services for collection.

3.8 Staff may inspect bags and personal belongings if the security alarm is activated, indicating that the loan of an item may be incomplete.

3.9 In the case of an emergency, members are required to vacate the Library in accordance with instructions issued by staff.

3.10 Children in the Library must always be accompanied and appropriately supervised by an adult.

3.11 All users must comply with all laws, University statutes, regulations, policies and terms of use. These include the University's Information Technology use policies and the provisions of the Copyright Act 1968, the Copyright Amendment (Digital Agenda) Act 2000 and other amendments and regulations currently in force.

3.12 Notices and/or products cannot be distributed or posted in the Library without permission from Library staff.

3.13 Permission from staff is required to film or take photos in the Library.

3.14 Borrowable items must be issued before being removed from the Library. Written approval is required from the University Librarian to take borrowed items out of Australia.

3.15 The Library is a place for the Federation University community. All users shall respect the rights of others in the Library, and not create undue disturbance or distraction, as described in the Library Client Charter.

3.16 Members who do not adhere to the Library Terms of Use may have their borrowing privileges suspended, be temporarily excluded from the Library, and/or face disciplinary action under the University Discipline Statute.

*Questions and feedback regarding the Library's Terms of Use are welcome through [Ask the Library](#) online or by discussion with the Coordinator, Library Frontline Services. Users who are unhappy with any aspect of the Library may also provide [feedback online](#) or by calling the [Library](#).*