Library, Galleries and Museum Use Policy

Section 1 - Executive Summary

(1) The Library, Galleries and Museum's facilities and resources are provided to support the learning, teaching, research, and administrative requirements of the University of Newcastle (University), and its regional communities, in support of the University Strategic Plan.

Section 2 - Purpose

(2) This policy establishes the principles by which persons may access and utilise the resources of the University Library (including Special Collections), the University Galleries (including the Art Collection) and Museum.

Section 3 - Scope

(3) This policy applies to all sites and services of the University Library (including Special Collections), the University Galleries (including the Art Collection) and Museum.

Section 4 - Audience

(4) Staff, students, University affiliates and alumni, honorary academics, general public, and resource-sharing organisations.

Section 5 - Definitions

(5) In the context of this document the following definitions apply:

Defined Term	Meaning
Alumni	Graduates of the University, past and present members of Academic staff and of the University Council. Graduates of the University's former institutions are also included - Newcastle Teachers College; National Arts School; Newcastle University College (Tighes Hill); Newcastle Conservatorium of Music; Newcastle College of Advanced Education; and the Hunter Institute of Higher Education. Study Abroad, Exchange Students and Enabling program participants are considered Associate Alumni.
Art Collection	Art Collection refers to original creative works including drawings, paintings, sculptures, photography, installation, other artefacts, digital or other media, or design items.
Galleries and Museum clients	All users of the Galleries and Museum, including members of the public and visitors.
Special Collections	Special Collections refers to resources in a variety of formats that are distinguished, and have intrinsic value to, the University and its regions. Special Collections include materials such as, but not limited to, archives, rare books and manuscripts.
University Galleries	Comprises the University Gallery, Watt Space Gallery and Senta Taft-Hendry Museum.

Section 6 - Library

Library Clients

(6) Library clients have access to the facilities and services of the Library within the following parameters:

a. Library members may:
    i. enter the Library during its hours of opening;
    ii. borrow from the Library according to the terms and conditions established in the various reciprocal agreements and this policy; and
    iii. access services which are determined by license agreements, or other contractual or legislative requirements, if the member is specified by the providers of those services, or by relevant legislation.
b. Library clients may:
    i. enter the Library during its hours of opening; and
    ii. borrow from the Library according to the terms and conditions established in various reciprocal agreements and this policy.

Hours of Opening

(7) The hours of opening of each Library will be determined by the University Librarian, upon advice of the appropriate Library Manager; and notified to the clients of each Library. Any variation to standard opening hours shall be notified in advance, through appropriate University and Library channels, and posted on the Library website.

Access to the University Library and Resources

(8) Admission to use the Library is conditional on adherence to the Library's policies and general conditions as displayed on the Library website.

(9) Library clients have access to the public areas within the libraries and to the facilities and collections in these areas. They also have borrowing rights to library materials, as detailed on the Library website.

(10) Library members have priority for services and facilities, including computers and workstations.

(11) Visitors to the libraries have access to the public areas of the libraries and to the facilities and collections in these areas, but do not have borrowing rights unless they have paid a membership fee. They also have limited access to electronic resources, in accordance with licensing agreements, and to computers and restricted collections.

(12) In addition to other relevant University rules, policies, and procedures Library clients must observe the University's Copyright Compliance Policy and Copyright Compliance Guidelines, Staff Code of Conduct, Student Code of Conduct, and Student Conduct Rule where relevant, when accessing library resources in any format, both on and off campus.

(13) Library staff areas are wholly restricted to the use of Library staff, and cannot be accessed without the permission of Library staff.

(14) Personal information collected, stored and used for the purposes of facilitating Library services is managed in accordance with the University's Privacy Management Plan.

(15) Persons using Library facilities and resources may be requested by Library staff to provide identification to confirm their library member or library client status (such as staff or student identification).

Use of The Library

Borrowing

(16) Library materials may be borrowed for prescribed periods of time and must be returned within the prescribed timeframe or renewed accordingly. Online renewals may be made at any time. Materials must be returned upon request.

(17) Borrowing conditions, periods, and penalties for overdue items may vary according to client type, and are detailed on the Library website. Library clients are required to familiarise themselves with these requirements before borrowing. Staff undertaking University courses must use their student card to borrow course material.

(18) Materials must be returned in good condition. Any damage must be reported upon return, and the borrower may be liable for charges as prescribed in Clause 35 to 39.

(19) Certain types of material, including but not limited to theses and rare or valuable materials, are not available for loan and will be marked accordingly. Such items must not be removed from the Library.

(20) No material can be removed from the Library without a borrowing transaction record.

(21) Library clients are responsible for any materials for which there is a borrowing transaction record in their name. This responsibility ends when the material is returned to the Library and the loan is discharged from the computer system.

(22) Library clients must borrow in their own name, using their own identification.

(23) Library clients cannot transfer a borrowed item to another client. The client in whose name the borrowing transaction record is held is regarded as the borrower, and remains responsible for the condition and timely return of the material.

(24) The University Librarian has discretionary power to lend, or to refuse to lend any item at any time.

(25) Library clients leaving the Library must produce any Library item in their possession for inspection by Library staff, if called upon to do so.

(26) Library clients who attempt to leave the Library with materials that have not been borrowed may be subject to the following actions:

a. for staff – disciplinary action in accordance with the relevant Enterprise Agreement, or their employment contract;
b. for students – disciplinary action in accordance with the Student Conduct Rule;
c. other Library clients – withdrawal of Library access and borrowing rights.

Special Collections

(27) The Library will facilitate and promote access to the Special Collections in accordance with the principles in this Policy and the Art and Special Collections Management Framework.

(28) Onsite access to the Special Collections will be provided in the Reading Room of the University of Newcastle, Auchmuty Library by advanced appointment. Instructions for safe handling of these materials will be provided by Library staff.

Electronic Resources

(29) Library members have access to the Library's electronic resources, including hardware and software. Restrictions may be placed on the use of some services, as determined by:

a. any relevant license agreement;
b. the providers of those services; or
c. by any relevant legislation.

Computers, Photocopying, Printing, Recording

(30) Computers and connectivity to the University network are provided for staff and students of the University and must be used in accordance with University policies and conditions of use. This includes not sharing passwords to assist unauthorised users to gain access to Library resources. (Please see Information Technology Conditions of Use Policy).

(31) A Library client must use copying, printing or recording machines in accordance with the Copyright Compliance Policy and Copyright Compliance Guidelines. Notices indicating permissible actions are located within the relevant copying facilities.

Library Spaces

(32) Library clients cannot reserve places such as study desks and computer workstations in public areas of the Library. If a place is vacated without being cleared of books, or a computer is unoccupied for 15 minutes, it is regarded as available for use by another client. Personal belongings left unattended may be removed by Library staff and kept in a secure place.

(33) Reservations may be made for certain study rooms and working places for particular groups of Library clients (e.g. postgraduate students) or for particular types of work (e.g. media viewing). Reservations are subject to availability and may be cancelled at short notice by Library staff. Information on the locations of these areas and the manner for booking them is available on the Library website.

(34) Services will cease 15 minutes before closing time of the Library during which time any present Library clients should finalise their work / study and be prepared to leave the premises or relocate to a 24-hour study space.

Infringements and Penalties

(35) The University Librarian may withdraw borrowing privileges from Library members who fail to return material after recall or overdue requests. Borrowing privileges may be restored when the material is returned, or at the discretion of the University Librarian.

(36) The University Librarian may restrict access and borrowing privileges or exclude clients who breach the provisions of this Policy.

(37) A schedule of penalties and fines for borrowing infringements will be displayed on the Library website. In the event of fines or penalties being imposed:

a. student's assessment results and re-enrolment or graduation processes will be blocked until finalisation of the matter; and
b. staff and other Library clients may have their borrowing rights restricted until finalisation of the matter.

(38) The deferral, waiver, reduction, refund, or the implementation of a repayment plan for library fees or fines may be approved by an delegate.

(39) Library clients may be required to pay for any loss or damage to Library material, plus a processing fee. This includes items on loan or being used by Library clients whilst in the Library. If the lost or damaged item is part of a set, the user may be required to pay for the cost of a new set, if this is the only way to replace the lost part. When an item on loan has been lost, a copy (or an appropriate substitute) will be reordered if available, and the Library client will be charged to pay the cost of the item, together with handling fees, even if the original copy belonging to the Library is subsequently found.

Section 7 - Galleries and Museum

Hours of Opening

(40) The hours of opening of the University Gallery and Museum will be determined by the University Librarian, upon advice from the Art Curator; and notified to the Galleries and Museum clients. Any variation to standard opening hours shall be notified in advance, through appropriate University and Galleries channels, and posted on the University Galleries website.

(41) Visits by appointment for large groups, or outside of opening hours, are available and must be organised in advance by contacting the University Gallery.

Access to the Galleries and Museum Collections

(42) The Library will facilitate and promote access to the collections for Galleries and Museum clients in accordance with the principles in this Policy, including physical presentation, sensitivity, and security requirements.

(43) Artworks are displayed across the University Campus. Senior staff may apply for artwork for their office or public areas, as per the instructions on the University Galleries website.

(44) Exhibitions in the University's galleries will be made accessible to staff members, students, and the public through regular opening times as advised on the University Galleries website.

Use of the Galleries Spaces

Exhibitions

(45) Galleries and Museum clients may apply to the Art Curator to hold exhibitions in the University Galleries.

(46) The Art Curator maintains the right to limit viewing of works that are of a nature that may distress visitors to the gallery, within the provisions of the Code for the Protection of Freedom of Speech and Academic Freedom.

Events

(47) Galleries and Museum clients may apply to the Art Curator to book the University Galleries and Museum spaces for events.

(48) Galleries and Museum clients who book events will bear all costs relating to staffing, equipment, and catering requirements in accordance with the conditions available from the University Galleries.

Section 8 - General Conduct

(49) Library, Galleries and Museum Clients must respect the rights of others and behave in a manner not likely to disrupt or inconvenience other users, and refrain from using offensive language or gestures. The Library, Galleries and Museum observe zero tolerance to verbal or physical abuse of staff or other clients.

(50) Children must always be within the immediate supervision of an adult.

(51) Appropriate clothing must be worn.

(52) Display of posters and notices may be allowed at the discretion of the University Librarian, Art Curator, or relevant Library Manager. Permission must be obtained in advance by contacting the Library.

(53) Filming or taking photographs within the Library, Galleries or Museum requires prior permission from the University Librarian, Art Curator or relevant Library Manager. Suitable signage will be displayed to notify of filming and photography in progress. Photography of staff or students is not permitted without their explicit permission.

(54) Library, Galleries and Museum clients must leave the Library, Galleries or Museum immediately when requested to do so by Library or Galleries staff.

(55) In addition to these general rules:

a. observance of the noise zoning levels within the Library should be maintained, and noise levels kept low in designated areas, in consideration of others. Mobile phones should have ring tones set to ‘silent’ or ‘vibrate’ in the quiet zones;
b. during periods of high demand, Library members using computers for amusement or social activity may be requested by Library staff to relinquish their use until a more appropriate time;
c. Library clients who are proven to have marked or mutilated library materials may be subject to disciplinary action, which may include penalties as prescribed in Clause 35 to 39.

Section 9 - Roles and Responsibilities

(56) The University Librarian has overarching responsibility for all the sites and services of the University Library (including Special Collections), the University Galleries (including the Art Collection) and Museum. This includes withdrawing and restoring borrowing privileges and access in accordance with delegations of authority.

Status and Details

Status	Historic
Effective Date	26th May 2021
Review Date	26th May 2024
Approval Authority	University Librarian
Approval Date	10th May 2021
Expiry Date	2nd December 2024
Responsible Executive	Belinda Yourn Senior Deputy Vice-Chancellor (Academic)
Enquiries Contact	Matthew Davis University Librarian University Library

Glossary Terms and Definitions

"Graduate" - (Noun) Has the same meaning as in section 3(2) of the University of Newcastle Act 1989.

"University" - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

"Academic staff" - A person employed as an academic staff member or appointed as an academic honorary appointee (including adjunct, clinical, visiting, honorary and conjoint appointments), but does not include persons who are employed solely as teachers or professional staff.

"Campus" - means any place or premises owned or controlled by the University, but may also specifically refer to a designated operating location such as the Callaghan Campus.

"Course" - When referring to a course offered by the University, a course is a set of learning activities or learning opportunities with defined, assessed and recorded learning outcomes. A course will be identified by an alphanumeric course code and course title. Course types include core courses, compulsory courses, directed courses, capstone courses and electives. For all other uses of this term, the generic definition applies.

"Personal information" - Has the same meaning as in the Privacy and Personal Information Protection Act 1998 (NSW).

"Student" - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

"Disciplinary action" - When used in relation to staff of the University, this is as defined in the applicable and current Enterprise Bargaining Agreement, or the staff member's employment contract. When used in relation to students of the University, this is as defined in the Student Conduct Rule.

"Library client" - All users of the Library, including Library members, members of the public and visitors.

"Library member" - Registered Library clients including staff, students, members of University Council and honorary title holders. Other people may be registered as University of Newcastle Library members under conditions determined by the University librarian.

"Postgraduate" - Any qualification being at the level of Graduate Certificate or above.

"Research" - As defined in the Australian Code for the Responsible Conduct of Research, or any replacing Code or document.

"Senior staff" - Deputy Vice-Chancellor, Pro Vice-Chancellor, Global Innovation Chair, Global Innovation Professorial Fellow, Head of School, Director or equivalent.

"Staff" - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

"Affiliate" - A person or organisation legally obligated to, or informally associated with the University. Categories of affiliates are outlined on the University website.

"Delegate" - (noun) refers to a person occupying a position that has been granted or sub-delegated a delegation of authority, or a committee or body that has been granted or sub-delegated a delegation of authority.