

Library Services and Facilities Policy

Section 1 - Purpose

(1) This Policy sets out the principles, mission and values governing ACU Library services and facilities provided to the University community. Use of Library services and facilities indicates agreement to comply with, and understanding of, this Policy. The Policy applies to the administration and use of the University Library services, facilities and resources.

(2) It also establishes related Legislations, Policies, Procedures, Guidelines and Local Protocols and a framework for the development, from time to time, of Library-specific Procedures, Guidelines and Local Protocols.

Section 2 - Scope

(3) This Policy applies to all members of the University community and to all activities undertaken within Library facilities or utilising Library services. This includes:

- a. all enrolled students;
- b. all Academic, Professional continuing and fixed term staff, Religious Members of the University and teaching staff in Centres (including casuals and sessionals) whilst they are working for or representing the University in any capacity;
- c. contractors, honoraries, visiting fellows and visitors to the University;
- d. registered Non-ACU borrowers;
- e. University activities utilising Library services and / or facilities;
- f. all people entering any Library facility on any campus; and
- g. any person accessing Library resources in any format.

(4) Any matter dealt with under the:

- a. [Critical Incident Management Policy](#);
- b. [Children of Staff and Students on University Premises Procedure](#);
- c. [Safeguarding Children, Young People and Adults at Risk Policy](#) and [Safeguarding Children, Young People and Adults at Risk Procedure](#);
- d. [Animals on Campus Policy](#);
- e. [Code of Conduct for Staff](#);
- f. [Privacy Policy](#) and [Privacy Inquiry and Complaints Procedure](#);
- g. [Information Security Policy](#) and [Information Security Procedure](#);
- h. [Data and Information Governance Policy](#) and [Data and Information Governance Procedure](#);
- i. [Delegations of Authority Policy and Register](#);
- j. [Intellectual Property Policy](#);
- k. [Guideline for Reference Lists in Current Unit Outlines](#);

- l. [Library Collection Development information](#);
 - m. [Library Conditions of Use](#);
 - n. [Library Loans information](#);
 - o. [Library Interlibrary loans and document delivery information](#);
 - p. [Social Media Policy](#);
 - q. [Bring Your Own Device \(BYOD\) Policy for Students](#);
 - r. [ICT Acceptable Use Policy](#);
 - s. [Student Cards and Photographic Images Policy](#);
 - t. [Student and Public Complaints Policy](#) and [Student and Public Complaints Procedure](#);
 - u. [Student Conduct Policy](#);
 - v. [Student Sexual Misconduct Prevention and Response Policy](#) and [Student Sexual Misconduct Prevention and Response Procedure](#);
 - w. [Students with Disability Policy](#) and [Students with Disabilities Procedure](#);
 - x. [Under 18 International Students Policy](#) and [Under 18 International Students Procedure](#);
 - y. [Copyright Act 1968 \(Cth\)](#);
 - z. [Australian Interlibrary Resource Sharing \(ILRS\) Code](#);
 - aa. [Privacy Act 1988 \(Cth\)](#); or
 - ab. any police investigation
- is excluded from this Policy.

Section 3 - Definitions

(5) In this Policy:

Term	Definition
Library Services	Means any activity associated with the Library's provision of information resources, Library facilities, assets, staff or resources including in person, online, via telephone or correspondence.
Library Facilities	Includes campus libraries, amenities or equipment and other physical structures from which Library services are delivered.
Library User	Means any person who accesses Library facilities or uses Library services.
University Community	Includes students, staff, religious members of the University, contractors, non-ACU borrowers, and visitors on University premises for the purpose of utilising Library services and / or facilities.

Section 4 - Policy Statement and Principles

(6) The Library's mission is to enable and enrich the teaching, learning and research endeavours of the University by delivering flexible access to extensive and relevant information resources and by providing quality services and facilities. The Library operates as one library, electronically and physically, across multiple campuses and locations.

(7) The Library

- a. collects and provides access to Library materials to support its teaching, learning and research activities;
- b. establishes conditions of use for the Library's services and facilities; and

c. collects and provides access to resources relating to the University.

(8) As members of the Library staff we seek to live the spirit of the [ACU Mission, Identity and Values](#). We do this by:

- a. providing library and information services that are engaged with the individual learning and research requirements of the ACU community;
- b. advancing the achievement of excellence in learning, teaching, research, community engagement and the common good through library and information services;
- c. instituting a united, supportive, equitable, receptive, inspiring, and evolving approach to our work; and
- d. taking individual accountability for our role in the achievement of Library, Portfolio and University strategies and targets.

(9) Continually improving library service performance, impact, and outcomes for the ACU community, the University and contributing to the library and Information sector.

Section 5 - Review

(10) The Library may make changes to this Policy from time to time to improve the effectiveness of its operation. In this regard, any person who wishes to make any comments about this Policy may forward their suggestions to the Library Director.

(11) In line with the [Policy Development and Review Policy](#), this Policy is scheduled for review every five years.

(12) Unless otherwise indicated, this Policy will still apply beyond the review date.

Section 6 - Further Assistance

(13) Any person who requires assistance in understanding this Policy should first contact the Library [email enquiry service](#).

Status and Details

Status	Current
Effective Date	19th December 2023
Review Date	30th April 2024
Approval Authority	Vice-Chancellor and President
Approval Date	19th December 2023
Expiry Date	Not Applicable
Responsible Executive	Tania Broadley Deputy Vice-Chancellor (Education)
Responsible Manager	Janet Fletcher Library Director
Enquiries Contact	Library