



# Library Procedure

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## 1. PROCEDURE PURPOSE

The purpose of this procedure is to ensure the maximum effectiveness of the Library's services and resources for its users. It provides information for members and users about entitlements, the limits of these entitlements and also the sanctions that apply if members or users breach procedure.

Unitec Library services and resources are provided to meet the teaching, learning and research needs of Unitec's students and staff. Every Authorised User of the Library's services and resources has a right to work without undue disturbance or distraction. Every user of the Library has a duty to respect the rights of others.

## 2. PROCEDURE APPLICATION

This is a Unitec-wide procedure and applies to all Users, Members and Associate Members of the Library.

## 3. DEFINITIONS

**Adjunct Professor** means an individual as described in Unitec's Procedure, *Appointment of Adjunct Professors and Research Fellows*

**Associate Member** means any person permitted to use the Library under clause 5 of this Procedure.

**Authorised User** means any member or associate member of the Library.

**Borrowed Item** means any Library Material borrowed from the Library.

**Borrower** means any Member who is entitled to borrow Library Material.

**Course Reserve** means items associated with a specific course and in high demand so usually only available for short loan period and often kept at the library desk

**Due Date** means the date by which a Borrowed Item must be returned by the Borrower.

**Enrolled** means enrolled on the Student Management System.

**ID Card** means the Unitec identity card.

**Library** refers to all parts of Unitec Library - including, Mt Albert and Waitakere sites - and such other areas as may be under the management of the Director of Student Success.

**Library Catalogue** means a web application enabling the User to search for Library Material

**Library Computers** includes any computers, laptops, netbooks, mobile devices and any other information technology hardware controlled or owned by Unitec and made available for use by Unitec Library

**Director of Student Success** means the person appointed by Unitec who has overall responsibility for the management of the Library.

**Library Electronic Resources** means online research databases, eBooks and eJournals subscribed to by the Library and other online information and data the Library provides access to.

**Library Material means** any item, whether print, electronic or other format, provided by the Library for information, study or research.

**Library Resource/s** means all Library Materials, facilities and services available in, from or through the Library to some or all Users.

**Member** means any person permitted to use the Library under clause 5 of this Procedure.

**Research Fellow** means a researcher as described in Unitec's Procedure, *Appointment of Adjunct Professors and Research Fellows*

**Staff means** any person who is currently a member of the staff of Unitec.

**Student** means any person who is currently enrolled, for one or more courses at Unitec, on the Student Management System as a student at Unitec.

**User** means any person who uses the Library.

## 4. PROCEDURE STATEMENT(S)

- 1) The use of Unitec Library's services and resources must be for Unitec's educational purposes and must comply with this Procedure.
- 2) Unitec will hold all users personally responsible if they fail to comply with any part of this Procedure.
- 3) A breach of this Procedure may constitute misconduct or serious misconduct as defined under the *Disciplinary Policy and Procedures* (for staff) and the *Student Disciplinary Statute* (for students) and may result in:
  - i) the User being asked to leave the Library; and/or
  - ii) the User having their rights to use the Library suspended. Suspension will be at the discretion of the Director of Student Success; and/or
  - iii) disciplinary action under Unitec's *Disciplinary Policy and Procedures* (for staff) or *Student Disciplinary Statute* (for students) being taken.
- 4) The Director of Student Success or nominee has the delegated authority to approve minor changes to this Procedure. Major changes, must be approved by the Executive Director of Student Success.

### 4.1. Membership and Access to Services and Resources

There are two categories of library membership 'Members' and Associate Members'. How you become a member and what services attach to each type of membership is governed by the rules below.

#### 4.1.1. Members

- 1) Persons entitled to be Members of the Library are:

- i) current staff; and
  - ii) current members of the Unitec Council; and
  - iii) current contract, honorary and visiting academic staff, Adjunct Professors and Unitec Research Fellows; and
  - iv) all students currently Enrolled at Unitec.
- 2) Subject to clause 4.1.1 (5) persons entitled under clause 4.1.1 (1) are automatically made Members and are exempted from paying Library Membership fees.
  - 3) The Director of Student Success or approved nominee has the discretion to grant Associate Membership to persons who apply under clause 4.1.1 and who are not included under clause 4.1.2 (1). Such Associate Members may be accorded full or partial use of Library Resources.
  - 4) Subjects to clauses 4.1.1 (5), (6) and, (7) all Library members are entitled to access to the following range of services and resources offered by the Library.
    - i) borrowing privileges as set out in Schedule 1;
    - ii) print and audio-visual collections borrowing;
    - iii) electronic resources in the libraries, at other campus locations and off-campus via authenticated access subject to database access restrictions imposed by Schedule 1 or by the Director of Student Success due to licensing restrictions;
    - iv) information services;
    - v) instructional services, generic and specially tailored, including information literacy skills and training in the use of databases;
    - vi) individual and group study spaces; and
    - vii) other services such as computers, printers, photocopying, borrowing laptops.
  - 5) Subject to clause 4.1.1 (6), in addition to the services listed in clause 4.1.4 (4) above, Library Members who are currently employed by Unitec, or current members of Unitec Council are also entitled to access the following additional services offered by the Library:
    - i) specialist information services tailored to meet research needs;
    - ii) interlibrary loan and document delivery services (charges may apply).
  - 6) Members who are contract, honorary or visiting academic staff, Adjunct Professors or Unitec Research Fellows may, with the recommendation of the Dean, Research and on application to the Director of Student Success, be granted access to the same range of services as those outlined in clause 4.1.1 (4) and (5) for current staff.
  - 7) In addition to the services listed in clause 4.1.1 (4), Library Members who are students currently enrolled in postgraduate certificates and diplomas, and in masters and doctoral degrees also have access to the following range of services and resources offered by the Library:
    - i) specialist information services tailored to meet research needs;
    - ii) interlibrary loan and document delivery services (charges may apply).

#### 4.1.2. Associate Members

- 1) Subject to clause 4.1.2 (2), persons entitled to apply to be Associate Members of the Library are:
  - i) individuals in an organisation or group with which Unitec has an agreed contractual relationship as listed in Schedule 2 of this Procedure “Organisations or groups with which Unitec has an agreed contractual relationship”.; and
  - ii) retired permanent staff and Council members of Unitec; and
  - iii) graduates of Unitec degree programmes
- 2) From time to time Unitec enters into contracts, agreements, understandings or relationships with other tertiary/training organisations. Students or staff within such organisations may not apply for Associate Membership individually. Instead an agreement for provision of library services to such students or staff must be negotiated and agreed between Unitec’s Director of Student Success or his/her nominee and each such organisation in accordance with Unitec’s Collaborative Arrangements Guidelines.
- 3) Persons coming within clause 4.1.2 (1) sections (ii) and (iii) who wish to apply for Associate Membership must complete an application to the Director of Student Success for Associate Membership. On receipt of such application the Director of Student Success or his/her nominee will decide if an Associate Membership is to be granted and what services are to be available for access within that membership.
- 4) Certain Library services may be made available to members of the wider community at the discretion of the Director of Student Success or his/her nominee. These services include:
  - i) in library use of material in open-access collections;
  - ii) unique materials held in “closed access” may be available on request; and
  - iii) photocopying (charges will apply)
- 5) Unitec’s agreements with vendors do not allow Associate Members to have access to licensed electronic resources.
- 6) Associate Membership will be limited to the duration of the individual’s active role in his or her contractual or formal relationship with Unitec.
- 7) Associate Members will be charged fees according to Schedule 1 of this Procedure which will be determined from time to time by the Director of Student Success. The Director of Student Success or his/her nominee may in exceptional circumstances waive the membership fee, although an administration fee will normally be charged.

#### 4.2. Opening Hours

- 1) The staffed opening hours of the Library are determined by the Director of Student Success or their nominee and are posted in each Library and on the *Library* website.
- 2) Library opening hours may be varied at the discretion of the Director of Student Success.

#### 4.3. Library Cards

- 1) For Members Unitec's ID card is the Unitec Library Card.
- 2) For Associate Members a Unitec Library Card is made following successful application for services.
- 3) All Members shall produce a Unitec Library Card upon request.
- 4) When a Library Card is lost, stolen or destroyed, the Member shall report that loss to Library staff as soon as possible. An administration fee will normally be charged for a replacement Library Card.

#### **4.4. Borrowing**

- 1) Borrowers must familiarise themselves with all borrowing information and comply with loan periods and conditions.
- 2) Any Library Material may be borrowed by any Member who is entitled to do so. Some Library Material is restricted for use in the Library only.
- 3) No Library Material shall be removed from the Library without the loan first being properly recorded.
- 4) Borrowers must present any Library Material that they wish to borrow, with their current Library Card, for issuing at a lending desk or self-issue machine.
- 5) The Due Date for a Borrowed Item is set at the time of issue, and reset when a Borrowed Item is renewed or when it is recalled.
- 6) A Member is not permitted to allow their Library Card to be used by any other person to borrow Library Material.
- 7) A Member is not permitted to use the Library Card of any other person to borrow Library Material.
- 8) Where the Library Card of a Borrower is lost, stolen or destroyed, the Borrower shall be responsible for returning or replacing any Library Material borrowed before the loss, theft or destruction of the card is reported.
- 9) Borrowed Items may not be passed to another Member prior to that item being reissued in that Member's name. The Member in whose name the Borrowed Item is issued remains liable for all fines and fees payable by reason of failure to return the Borrowed Item that is overdue, recalled, damaged or lost.
- 10) Borrowers remain personally responsible for:
  - i) keeping each Borrowed Item reasonably safe and secure and in their possession; and
  - ii) returning each Borrowed Item on or before the Due Date or any earlier date specified in a recall notice; and
  - iii) returning each Borrowed Item in the same condition and repair as when it was borrowed (subject to reasonable wear and tear).
- 11) Borrowers are responsible for ensuring that contact information on Unitec's Student Management System is current.
- 12) The hours during which Library Material may be borrowed may be varied at the discretion of the Director of Student Success.
- 13) Borrowing information can be found on the *Library* website

#### **4.5. Loan Periods**

- 1) Loan periods vary for different types of items including Course Reserve. Information about loan periods is on the *Library* website under 'borrowing'
- 2) Library material on loan is subject to recall at any time, including semester and study breaks and summer vacation.
- 3) Recalled material must be returned by the date specified in the recall notice. Failure to do so will incur a fine. Information on fines and fine amounts is on the *Library* website
- 4) Most Journals are available for loan
- 5) Some resources such as Te Kohinga Māori collections and some journals are for use in the Library only and are not available for loan.

#### **4.6. Renewals**

- 1) Borrowed Items may be renewed within the limits set out under 'borrowing' on the Library website
- 2) Borrowed items will not be renewed if they have been requested by another Borrower.

#### **4.7. Recalls**

- 1) Members may normally recall any Borrowed Item.
- 2) The length of the loan period will be adjusted if the Borrowed Item has been requested by another Borrower.
- 3) Each Borrowed Item is subject to recall at any time during the year, including semester and study breaks and summer vacation.
- 4) Borrowers who fail to return any recalled Borrowed Item by the date specified in the recall notice will incur a fine for each 24 hours that each item is overdue.

#### **4.8. Lost or Damaged Material**

- 1) Loss of or damage to Library Material shall be reported immediately to a member of Library staff.
- 2) Borrowers will be required to pay such costs as may be determined by the Director of Student Success for lost or damaged material, together with the prescribed administration fee. These costs shall not exceed the reasonable cost of restoring an equivalent item to the collection.
- 3) Lost or damaged material remains the property of Unitec, notwithstanding payment of the bill for its replacement. If found, lost or damaged material must be returned. Upon return a partial refund of any replacement cost already paid may be made, however any refund and the amount will be dependent on:
  - i) the material being returned within 12 months of the Due Date
  - ii) the condition of the item when returnedThe prescribed administration fee [refer clause 4.8 (2)] will be not be refunded.

#### **4.9. Fines and Sanctions Regarding Borrowing**

- 1) Fine information and amounts can be found on the *Library* website

- 2) The Director of Student Success may at his or her discretion vary the fine amounts to be charged.
- 3) Library Staff are under no obligation to notify Borrowers when material is overdue.
- 4) Fines shall be payable for each day or period (or part thereof) that the material is overdue until it has been returned to the Library. Where Library Material is not returned or a charge levied remains unpaid, borrowing privileges may be withheld. The Director of Student Success may, in extreme cases, suspend the Borrower from use of the Library until the material is returned and the charge paid.
- 5) At the beginning of each month outstanding library debts in excess of \$50.00 may be recorded on Unitec's Student Management System, and may result in suspension of Unitec privileges.
- 6) Students may not be able to receive their testamur, view their results, re-enrol or have their academic record transferred to another institution until their library debts are cleared.
- 7) The Director of Student Success or approved nominee, may in exceptional circumstances waive or vary fines charged, although an administration fee may still be payable.

#### **4.10. Conduct of Users**

- 1) While in the Library Users may not:
  - i) Behave in a disruptive, disorderly or improper manner
  - ii) Damage or deface library materials or equipment
  - iii) Reserve study tables and computers
- 2) Users shall identify themselves by presenting a current student ID card, when so requested by a member of Library or Security Staff.
- 3) Bags and personal belongings must be presented for inspection, when so requested by a member of Library or Security Staff.
- 4) Users must obey directions given by a member of Library or Security Staff in order to maintain a safe environment that is conducive to academic study.
- 5) Users must comply with the instructions of Library or Security Staff at all times. This Includes instructions regarding use of facilities placed on the wall of any space managed by the Library or used to house part of the library collection
- 6) Children are allowed into the Library, if closely supervised at all times by a parent or guardian. Children are not allowed to use Library computers.
- 7) Conduct of library users must also comply fully with the provisions of the Unitec *Student Disciplinary Statute* and all other Unitec policies or statutes. The Unitec *Student Disciplinary Statute* describes what type of behaviour is considered to be 'misconduct' within Unitec rules. The provisions of this Library Procedure do not limit the provisions of any other Unitec policy, procedure or statute.

#### **4.11. Copyright**

- 1) All Users of Multi-Functional Devices (MFDs) and scanners in the Library shall observe the limits described in:



- i) New Zealand Copyright legislation
  - ii) Licensing agreements with copyright licensing agencies, such as Copyright Licensing Ltd,
  - iii) Licensing agreements with proprietary database vendors;
  - iv) Unitec policies and instructions e.g. Notices near MFDs, on-line instructions and guides, and written forms.
- 2) Unitec Library forbids the use of its computer and network facilities for a purpose which constitutes an infringement of copyright.
  - 3) All staff shall abide by Unitec's *Copying of Copyright Works for Educational Purposes Policy* which can be found on Unitec's intranet. See also this guidance:  
<https://guides.unitec.ac.nz/copyright/staff>

#### **4.12. Use of Library Computers and Electronic Resources**

- 1) Computers in the Library are provided for Users to access the Library catalogue and for Members to access Library Resources. When using these computers Users must abide with Unitec's *Electronic Devices and Systems Policy*. Any failure to comply may lead to the penalties prescribed within this procedure.
- 2) Electronic Resources provided by the Library are normally subject to license agreements and to copyright restrictions. Members are responsible for ensuring that their use of these resources complies with these license agreements and the relevant copyright legislation. Information about staff entitlements regarding Copyright and Electronic Resources can be found on the Library's website. Unitec reserves the right to revoke Email or Internet access privileges and take appropriate disciplinary action under the *Disciplinary Policy and Procedures* (for staff) and the *Student Disciplinary Statute* (for students) where a User is found to be inappropriately using Unitec's email or internet services.
- 3) With regard to using email, the internet and social software, computers in the Library are provided to further the quality of teaching, learning and research at Unitec, to enable the discovery of new ways of using resources to enhance teaching, learning and research and to promote staff and student development.

## REFERENCE DOCUMENTS

Student Charter – on Student Voice section of website

[Appointment of Adjunct Professors and Research Fellows Policy](#) can be found on the Policies and Procedures section of Unitec’s staff intranet (The Nest)

Unitec’s [Electronic Devices & Systems Policy](#) and the [Student Disciplinary Statute](#) can be found on the Unitec Policies section of the Unitec website

Unitec’s [Disciplinary Policy and Procedures \(for staff\) and Copying of Copyright Works for Educational Purposes Policy and Procedures](#) can be found on the Policies and Forms section of Unitec’s staff intranet (The Nest)

[Library](#) website

The Films, Videos, and Publications Classification Act 1993; the Human Rights Act 1993; the Privacy Act 1993; the Copyright Act 1994 as amended; the Harassment Act 1997; the Copyright (New Technologies) Amendment Act 2008 and the Copyright (Infringing File Sharing) Amendment Act 2011 can be found at [www.legislation.govt.nz](http://www.legislation.govt.nz)

## DOCUMENT DETAILS

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## AMENDMENT HISTORY

Policy Version	Issue Date	Reason for Revision	Approved by
1	09/09/2008	Brand new document – first edition	Academic Board
1.1	29/04/2009	Change to position title nomenclature to reflect new organisational structure that took effect 1 Feb 09	Library Director
1.2	25/05/2009	Change in ‘References’ section to reflect new approved Electronic Devices & Systems Procedure that came into force on 25 May 2009 and superseded the Communications System Procedure	Library Director
1.3	28/09/2009	Change to wording in ‘Limits resulting in suspension’ column of Schedule 1 (Privileges, Fees and Limits)	Library Director
1.4	10/02/2011	Change to renewal limits for B1 members (from 1 to 2) in “Borrowing Privileges” column in Schedule 1	Library Director

## Library Procedure

Unitec Procedure

Date: August 2020 – updated October 2022

1.5	21/06/2012	Formal Periodic Review. Minor changes, mainly to the format / presentation of the content	Academic Board
	2016	Updated schedule	Library Director?
<b>Procedure Version</b>	<b>Issue Date</b>	<b>Reason for Revision</b>	<b>Approved by</b>
Version 1 of the procedure	30 October 2019	Change Policy to procedure, simplify overdue fines procedures and update links	Executive Director of Student Success
Version 1.1	March 2022	Change Schedule 1 (below) to increase maximum number of items from 2 to 5 for short course students	Director Student Success
Version 1.2	May 2022	Change Schedule 1 (below) to make some corrections and additions to the schedule. Also amend 4.5 and 4.6 to refer to Library website as regards more detail about renewals	Director Student Success
Version 1.3	October 2022	Co-branding logo added	N/A

## SCHEDULE 1: PRIVILEGES, FEES AND LIMITS

The following privileges, fees and limits apply to Members and Associate Members:

	<b>Membership type</b>	<b>Borrowing privileges</b>	<b>Database access</b>	<b>Interloans (per year)</b>	<b>Fees (6 months or per year)</b>	<b>Borrowing will be blocked if:</b>
<b>1 Members</b>						
.1	Current Permanent Unitec Staff, current casual academic staff, current Honorary and Visiting Staff, Adjunct Professors, current Unitec Research Fellows and current members of Unitec Council	Up to 35 items	Yes	40	N/A	Over 35 items Any recalled or short loan (including Course Reserve) overdue  > \$100 fines/fees
.2	Current Undergraduate, Degree and Graduate Diploma Students. Current Certificate and Diploma Students.	Up to 25 items	Yes	10 (with approval)	N/A	Over 25 items on loan Any recalled or short loan (including Course Reserve) overdue ≥\$5.00 fines / lost item fees Invalid ID status
.3	Current Postgraduate Students	Up to 25 items	Yes	40	N/A	Over 25 items on loan Any recalled or short loan (including course reserve)

	<b>Membership type</b>	<b>Borrowing privileges</b>	<b>Database access</b>	<b>Interloans (per year)</b>	<b>Fees (6 months or per year)</b>	<b>Borrowing will be blocked if:</b>
						overdue ≥\$5.00 fines / lost item fees Invalid ID status
.4	Short Course Students	Up to 5 items for up to 2 weeks	No	No	N/A	Over 5 items on loan Overdue item(s)
<b>2 Associate Members</b>						
.1	Associate Members	Up to 15 items	No	No	\$100 or \$175 or as negotiated with Director of Student Success	Over 15 items on loan Any recalled or short loan (including course reserve) overdue ≥\$5.00 fines / lost item fees

## **SCHEDULE 2: ORGANISATIONS OR GROUPS WITH WHICH UNITEC HAS AN AGREED CONTRACTUAL RELATIONSHIP**

Please contact Unitec legal counsel for this list