



# Library Rules

## 1. Citation and commencement

- 1.1 These Rules are the University of Adelaide Library Rules 2008
- 1.2 These Rules commence on 8 September 2008.

## 2. Interpretation

2.1. In these Rules, unless the contrary intention appears –

“Borrower” means a user who borrows an Item from the Library;

“Item” means any Library resource that may be borrowed from the Library;

“Librarian” means the University Librarian or nominated representative;

“the Library” means any of the University of Adelaide libraries;

“Library staff” means a staff member appointed to the Library on a full-time, part-time or casual basis;

“Student” means an undergraduate student or a postgraduate student of the University;

“University” means the University of Adelaide;

“User” means any person (including Borrowers) who uses the Library facilities or comes onto the Library premises.

## 3. Access to library facilities

### 3.1 Authorised Borrowers

The following categories of Users are authorised to borrow from the Library.

- (a) students enrolled at the University;
- (b) members of the University staff;
- (c) present and past members of the University Council;

The following categories of Users may apply to the Library for borrowing rights, and such rights may be subject to fees as determined by the Librarian from time to time:

- (d) staff and students of other institutions with which the Library has reciprocal or service agreements
- (e) University of Adelaide alumni;
- (f) Members of organisations and other persons as determined by the Librarian;
- (g) general members of the community.

**3.2** The Librarian shall determine the categories of Users who have access to licenced electronic resources in accordance with relevant electronic licence conditions.

### 3.3 Proof of identity

(a) Library staff may request that a User produce a valid University of Adelaide Identity Card or Library Card where the User wishes to use Library facilities restricted to authorised Users. Library staff may request that a User produce proof of identity where the User is engaging, has engaged or is reasonably believed by the Library staff to be engaging in conduct in breach of these Rules.

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- (b) Any person refusing or neglecting to produce the documentation requested by Library staff under clause 3.3(a) may be ordered to leave the Library premises.
  - (c) It shall be a breach of these Rules for a person to produce false or misleading identification.
  - (d) A User must report the loss or theft of their University of Adelaide Identity Card or Library Card, as soon as possible, to the Librarian.

### **3.4 Hours of opening**

- (a) The hours of opening of the Library shall be determined by the Librarian and shall be made available at each public entrance to the Library and on the Library website.
- (b) The hours and conditions of access of Users to specific services and facilities provided by the Library shall be determined by the Librarian.
- (c) The Librarian may order the closure of the Library in any situation judged to present a danger to the Library, its staff or Users.

## **4. Borrowing of items from the Library**

### **4.1 Recording of loans**

- (a) A User whose Library card is used to borrow an item from the Library shall be treated as the Borrower of the item for the purposes of the Library Rules, unless the loss or theft of the card was, before the item was borrowed, notified to the Librarian.
- (b) The loan of each item shall be recorded in a manner approved by the Librarian. No item may be removed from the Library under any circumstances, until so recorded.
- (c) Users may be required to present bags for inspection when leaving the Library, or when Library staff reasonably suspect that a User is in breach of Rule 4.1(b).

### **4.2 Period of Loan**

- (a) A Borrower is responsible for returning borrowed Items on or before the due date and/or time, as appropriate.
- (b) The due date and/or time for return of a borrowed Item shall be stated on the loan confirmation issued at the time the Item is checked out for loan.
- (c) Items on loan may be recalled by the Librarian at any time.
- (d) Recalled Items must be returned by the new due date.
- (e) It is the responsibility of the Borrower to ensure that an Item borrowed from the Library is returned to an official return point.
- (f) The Librarian shall determine the maximum period of loan for each class of Item and each category of Borrower, and this shall be published on the Library website.
- (g) The Librarian may approve a different loan period on application by a Borrower.

### **4.3 Number of Items which may be borrowed**

- (a) The Librarian shall determine the maximum number of Items which may be borrowed by each category of Borrower and this shall be published on the Library website.
- (b) The Librarian may, on application by a Borrower, permit a Borrower to borrow more than the maximum number of Items, for a specified period.

### **4.4 Loss or damage etc. of borrowed Items**

- (a) A Borrower must return all borrowed Items in the same condition and repair as that when they were borrowed (subject to reasonable wear and tear).
- (b) A Borrower must notify the Library immediately if a borrowed Item suffers from loss, theft, damage or misuse.
- (c) In the event of loss, theft, damage or misuse of a borrowed Item, the Library may by way of notice require the Borrower to pay a fine, comprising the cost of the Library's repair or replacement of the Item and a non-refundable administrative charge in respect of each Item.

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- (d) An Item is deemed lost by the Borrower after a period of non-return as determined by the Librarian.
  - (e) A Borrower's borrowing rights will be suspended from the date on which the Library issues a notice requiring payment, until all fines and penalties incurred are resolved or the Borrower returns outstanding Items.

#### **4.5 Demerit Points**

- (a) A Borrower who fails to return an Item by its due date or time shall accrue demerit points, as published on the Library website.
- (b) Where a Borrower has incurred the maximum number of demerit points permitted, as published on the Library website, the Library may suspend that Borrower's borrowing rights.

### **5. Conduct of persons in the Library**

#### **In general**

Users must:

- 5.1 abide by University statutes and by-laws and any other restrictions imposed by the Librarian which may be displayed in the Library or on the Library website from time to time.
- 5.2 not bring food or drink into the Library, except with the permission of the Librarian.
- 5.3 use mobile phones and other electronic devices in a responsible and non-disruptive manner.
- 5.4 use the Library's information technology facilities in accordance with the University's Information Technology user policy.
- 5.5 not undertake any photography or filming in the Library, except with the permission of the Librarian.
- 5.6 not post or display notices in the Library except as permitted by the Librarian, or when such notices are official Library or University notices.
- 5.7 abide by any reasonable request by a Library staff member.

#### **Personal conduct**

- 5.8 not unreasonably interfere with the work or comfort of another person in the Library, by the creation of undue noise, physical or verbal harassment or by any other means.
- 5.9 not unreasonably restrict or limit other Users or Library staff from having access to or using Library resources and facilities.
- 5.10 not intentionally or recklessly misplace, misuse, damage or attempt to damage any book or other item, Library furniture or furnishing, Library record, or any Library facility, equipment or infrastructure whatsoever.

### **6. Copyright and licenced resources**

For the purposes of this clause, "copying equipment" means any machine capable of copying text or images, audio or audio-visual material. This includes, but is not limited to, photocopiers, scanners, computers, fax machines, sound-recording equipment.

- 6.1 Users using the Library's copying equipment to undertake copying on behalf of the University must abide by the current University copyright policies.
- 6.2 Users using the Library's copying equipment for personal purposes must comply with all Library notices concerning use of that equipment, and must not undertake any copying in infringement of the *Copyright Act 1968* (Cth).
- 6.3 Access to resources provided by the Library in electronic form (e.g. online journals) may be restricted to Users specifically included in the terms of the licences as held by the Library.
- 6.4 Users of licenced electronic resources must abide by terms and conditions of use as published on the Library website or on relevant electronic resource licence notifications.
- 6.5 The Librarian may suspend or revoke a User's access to electronic resources should they breach these Rules.

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## **7. Notice**

- 7.1 Any notice issued by the Library to a Borrower shall be sent to the Borrower's email address registered with the Library. For staff and students of the University of Adelaide this is their official University email address; it is the responsibility of the user to arrange forwarding from the official University account to any alternative email address. If no email address has been registered with the Library, the notice shall be sent to the Borrower's residential address.
- 7.2 Delivery or mailing of a notice to the last known email or residential address of a Borrower is considered to be good service for the purpose of these Rules. Borrowers are therefore responsible for promptly notifying the Library of any change to their email or residential address.

## **8. Breaches of these Rules**

- 8.1 A person who is in breach of the Library Rules may be removed from the Library and/or excluded from the Library, or specific Library facility, by the Librarian. Any such exclusion may be in addition to any penalty which may be imposed under other clauses of these Rules.
- 8.2 Serious breaches by University staff or students will be addressed by the relevant University staff or student disciplinary procedures.
- 8.3 Other University statutes, by-laws and policies may apply to outstanding fines and penalties incurred by students.
- 8.4 Breaches of some Library Rules may also breach Commonwealth and / or State law and users may incur personal liability.

## **9. Delegation**

The Librarian may delegate all or any of the powers and functions of the University Librarian under these Rules, to a member of the Library staff.

## **10. Exclusion of Liability**

The Library is not responsible for any loss of or damage to personal items brought into the Library by Users.

## **11. Changes to the Library Rules.**

- 11.1 The Library Rules may be amended from time to time by approval of the University Council.
- 11.2 Any amendments to the Library Rules shall take effect from the date specified in the amendment. The Library is not required to provide any notification to Users of any amendments to the Library Rules. It is the responsibility of individual Users to check the Library website or inquire at the Library information counter for the latest version of the Library Rules.

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Formerly Statute 45  
Approved by Council 1991  
Amended by Council 8 September 2008