Library Access and Borrowing Policy

Introduction

The University of Canterbury Library ("the Library") provides access to information resources and library materials in support of the learning, teaching and research goals of the University. The Library aims to provide timely, shared, responsible, secure and sustainable access to information resources and library materials at point of need in line with the Library Strategic Plan 2016-2020.

Definitions

**Borrower/s** – persons who are able to borrow resources from the Library, as defined by the Library Regulations (University Regulations website).

**Information resources** – a term used to cover books, journals, databases, multimedia materials, packages, archives or heritage collections acquired or paid for by the Library to support learning, teaching and research at the University.

**Librarian** – an employee of the University who reports to the University Librarian.

**Library** – comprises all University of Canterbury libraries and collections.

**Library materials** – equipment, technologies, furniture or other materials provided by the Library.

**Registered Library users** – enrolled students and current staff of the University and visitors by arrangement.
Policy Statement

The Library Access and Borrowing Policy:

- provides a guide to accessing and borrowing information resources and Library materials for all users of the Library;
- ensures equity, consistent practice and wise management in providing access to information resources and Library materials; and
- communicates these principles and goals to all members of the University community.

Confidentiality

The Library collects, stores and analyses information relating to registered Library users, within the guidelines of the privacy principles from the Privacy Act, 1993 (New Zealand Legislation website). Library staff receive training to ensure that they are aware of their responsibilities under the Act.

Registration

1. University Staff

University Staff on continuing and fixed term contracts, including academic visitors, are automatically provided with full access to information resources and Library materials through registration with the human resource system.

2. University Students

Students enrolled at the University, regardless of course load or qualification, are automatically provided with full access to information resources and Library materials through registration with the student management system.

3. Prospective PhD students

Prospective PhD students may apply to the Library for full access to information resources and Library materials.

4. Proxy Borrower Membership

Registered Library users may nominate a person to borrow books on their behalf. A nominated person will be granted proxy borrower membership access through the current active borrower record upon completion of the required authorisation.
5. Subscription Borrower Membership

Individuals who are not staff or students at the University may apply for “subscription” borrower membership:

- Subscription borrower membership provides access to physical Library materials only. Access is not provided to electronic resources via commercial databases purchased by the Library due to vendor license restrictions.
- There is a charge for subscription borrower membership of the Library and payment is requested before materials may be borrowed.

Please also refer to the Library Regulations (University Regulations website).

The borrowing privileges assigned to subscription borrower members are at the discretion of the Librarian, and are reviewed regularly.

6. Macmillan Brown Library Visitors

Visitors to the Macmillan Brown Library may register in order to access items held in Macmillan Brown Library and heritage collections, including archives. Items are issued to visitors for in-library use only.

7. Library Distance Services

Borrower/s are registered for distance services, either through the University enrolment process, an appropriate geographical location code on the staff database or, in special circumstances, by a service agreement signed by the academic department or Disability Resource Service (University Disability Resource Service website).

8. Extension of Library Access and Borrowing

Access to information resources and library materials is extended beyond course end dates in line with University policy via the student management system. Requests for a further extension period in addition to those listed above may be granted by application to Student Services.

Information Resources and Library Materials

The Library’s electronic information resources are provided for University staff and students for the purposes of learning, teaching and research in accordance with vendors’ conditions:

- A reasonable quantity of content may be downloaded for the purpose of learning, teaching and research. Substantial subsets of data may not be created.
- Specific access conditions are listed on the Library’s website. Some electronic resources may only be accessed within the Library.
- Commercial use of electronic resources is not permitted.
The Library provides a range of physical collections:

- Open access collections which may be freely browsed.
- Closed access collections comprising items that may be requested and loaned to registered Library users.
- Closed access collections comprising items that may be requested by registered Library users and must be used as directed within the Library.

Many University theses are accessible in digital format via the UC Research Repository (University Library website). If there is no electronic version, a print copy may be available to view in the Macmillan Brown Library. For further details on access please see the Thesis Availability Policy (PDF, 128KB).

Interloans

Items not held by the Library may be able to be supplied via an international network of libraries. Only current staff and students at the University may request items on interloan and items must be requested for the purposes of institutional learning, teaching and research.

Distance Borrowing

The Library delivers information resources and library materials to distance students:

- Scanned copies of print material, where there is no online equivalent and provided copyright law allows, will be emailed by the Library at no charge.

- Physical items requested from the University collections will be issued for the loan period appropriate to the requester’s borrower status, with the following exceptions:
  - Reference items.
  - Journals.
  - Physical items from the University collections will not be supplied to staff or students living outside of New Zealand.

The cost of the delivery and return postage of physical items will be paid by the Library.

Distance students have access to the interloan service. However, physical items will only be obtained from within Australasia.

Borrower Responsibility

Library physical items may not be taken outside New Zealand.
Overdue Material

Borrowed material is to be returned or renewed by the due date or time. The Library provides a courtesy notification service reminding borrowers of overdue material. Failure by the borrower to receive or read the notification does not constitute an excuse to avoid consequent fines.

Loans can be renewed online using My Library Account (University Library website). The number of times an item may be renewed is determined by the item type of the material. Items required by another registered user or by the Library may not be renewed and must be returned.

Fines and Lost Book Charges

The Library imposes fines for overdue loans as well as charges for damaged and lost books to encourage fair and equitable use of information resources and Library materials:

- All borrowers except those in the categories of staff or temporary staff are subject to fines.
- All borrowers are subject to other Library charges, such as lost item or damage charges.
- Fine schedules and borrowing privileges are available for user consultation and will be reviewed on a regular basis.
- When set limits on overdue materials, fines or incurred charges are reached, borrowing privileges will be suspended until the problem has been resolved.
- Charges for lost books are to be paid within 21 days of the account being issued. Unpaid lost book charges may result in a sanction being applied to student borrowers’ student enrolment records.
- Notification:
  - Borrowers owing over $10 in fines or any lost book charges will be notified by email.
  - Borrowers owing lost books charges or over $50 in fines will be invoiced by the Library; invoices are to be paid within 21 days.
- The Librarian may exercise discretion in the imposition of fines.

Library Security

In order to fulfil the Library’s responsibility for protecting its collections and property, Library staff are authorised to

- check books and possessions of persons as they leave the Library,
- request to see identification of any person in the Library,
- monitor access to and use of Library equipment and digital content,
- question any person if it appears that Library regulations are being violated, and
enlist Campus Security (University Campus Services website) assistance if concerned about the behaviour of any person in the Library.

The Library reserves the right to utilise security cameras.

The following actions are not permitted:

- Stealing or knowingly possessing stolen Library property.
- Removing or attempting to remove Library property from the Library without proper authorisation.
- Defacing, mutilating, or otherwise damaging Library property.
- Copying or reusing content in breach of copyright or licence agreements.
- Sharing login details or Library cards. Access to information resources and borrowing of Library materials is provided for registered users only. Access will be suspended if the Library has evidence that there are multiple users on a personal account; or access is in breach of vendor restrictions.
- Being in non-public areas without authorisation, or in Library facilities after closing time without authorisation.

In consultation with Campus Security (University Campus Services website), the Library will refer cases of theft, or significant, deliberate or reckless damage, to the police. University students who commit violations will also be subject to University disciplinary procedures. University staff who commit violations will also be reported to their manager.

Related Documents and Information

Legislation
- Privacy Act 1993 (New Zealand Legislation website)

UC Regulations
- Library Regulations (University Regulations website)

UC Policy Library
- Art Collection Policy (PDF, 364 KB)
- Thesis Availability Policy (PDF, 128KB)

UC Website and Intranet
- Campus Security and Campus Community Support (University Campus Services website)
- Disability Resource Service (University Disability Resource Service website)
- Library homepage (University Library website)
- Library Strategic Plan 2016-2020
- My Library Account (University Library website)
UCPL-4-24

- Student Services and Communications (University Student Services and Communications website)
- UC Research Repository (University Library website)

<table>
<thead>
<tr>
<th>Version</th>
<th>Action</th>
<th>Approval Authority</th>
<th>Action Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>New policy replacing the Library Distance Services Policy, Library Lending Policy and Library Security Policy.</td>
<td>Executive Director, Learning Resources</td>
<td>November 2016</td>
</tr>
</tbody>
</table>