

Library Conditions of Use

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1. Purpose

UNSW Library facilities and resources are provided to support the educational, research and administrative activities of the University. UNSW Library aims to provide study spaces that are conducive to learning and research.

2. Authorised Users

a) Members of the University Council, all members of staff and all students of The University of New South Wales are registered as UNSW Library members.

b) Other people may be registered as UNSW Library members under conditions determined by the University Librarian. These conditions are available on the UNSW Library web-site.

3. Access to Facilities and Services

a) All Library members and visitors to the campus have access to designated public areas within the Library building/s and to the facilities and collections in these public areas

b) Library members defined in Section 2 (a) have access to the Library's subscribed electronic resources. Some Library members defined in Section 2 (b) may have access to the Library's subscribed electronic resources depending on the conditions of their membership.

c) Library members and visitors may be asked to show relevant identification when using Library facilities and may be required to authenticate themselves before using Library electronic resources.

d) Use of other users' accounts, or attempting to gain access to Library resources under false pretences, is prohibited. Members and visitors are also prohibited from helping unauthorised users gain access to resources.

e) UNSW Library members have priority for all Library services and facilities.

4. Conditions of Use of Library resources

a) Lending conditions, loan periods and penalties for overdue items are specified on the Library website (<http://info.library.unsw.edu.au/Welcome.html>). It is the responsibility of Library members to familiarise themselves with all borrowing information on the Library website and adhere to loan periods and conditions.

b) Library computers are provided for Library members and visitors for use of Library and course-related resources. Users of Library computers must comply with the following University-wide policies and conditions of use:

Acceptable Use of UNSW Information and Communication Technology Resources

(http://www.its.unsw.edu.au/policies/docs/AUP_Policy.rtf)

Email Policy (http://www.its.unsw.edu.au/policies/docs/Email_Policy.pdf)

c) Library members and visitors must observe the Copyright Act 1968 provisions and regulations at all times when accessing library resources both on and off campus. Most of the electronic resources provided by UNSW Library are subject to licence agreements and copyright restrictions. Individual users are personally responsible for ensuring their use of these resources complies with all relevant legislation and agreements.

5. Conduct

a) Library members and visitors must respect other library users at all times and not participate in behaviour or conduct likely to interfere with the comfort or convenience of others, in accordance with the UNSW Code of Conduct

(<http://www.hr.unsw.edu.au/employee/codecond.html>) and Student Misconduct Rules

(<https://my.unsw.edu.au/student/academiclife/assessment/StudentMisconductRules.html>)

b) The Library aims to be a safe and healthy environment, conducive to study for all users.

- Smoking is not permitted in the Library.

- Drinking (bottles or cups with lids) and eating of cold dry food is permitted throughout the Library with the exception of Level 9 which is a food free zone.

- Mobile phones are permitted, provided the ring tone is set to silent.

Bins are provided throughout the library for members and visitors to dispose of litter.

c) UNSW Library reserves the right to check bags, folders or other belongings of Library members and visitors.

d) Displaying posters and notices is allowed in designated areas of the Library at the discretion of the University Librarian. Prior authorisation must be obtained.

e) Photography and filming requires prior authorisation from the University Librarian.

f) Children must be accompanied by an adult at all times

6. Schedule of penalties

The schedule below outlines the maximum fines and penalties that may be imposed by the University Librarian for certain offences by Library users.

Offence	Fine
Theft or attempted theft of Library items, equipment, furniture or furnishings	\$700 + replacement cost
Defacing, mutilating or damaging Library items, equipment, furniture or furnishing or wilfully altering or destroying identification marks relating to the ownership or location of Library items, equipment, furniture or furnishings	\$700 + replacement cost
Obtaining or using a Library card or photocopying/printing card under false pretences	\$700
Smoking in Library buildings (including stairwells and decks)	\$350
Eating or drinking in Library buildings (other than allowed items)	\$350
Behaviour which adversely impacts on other individuals' use or access to Library facilities and resources	\$350

UNSWLIBRARY

For all offences listed above, assessment results and student administration records will be blocked for UNSW students until such time as the fine is paid and the matter is resolved satisfactorily as deemed by the University Librarian.

Serious or repeated infringements will be referred to the Deputy Vice-Chancellor (Academic) for academic staff, the Pro-Vice Chancellor (Students) for students or the Chief Operating Officer for professional and technical staff. Offences may be referred to UNSW Security and NSW Police who may take further action.

Date of Revision: 28 September (Andrew Wells)