

CURTIN UNIVERSITY ACT 1966

LIBRARY RULES

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LIBRARY RULES

PART 1 - PRELIMINARY

1.1 Citation

These Rules, made under *Statute No. 11 – Library Statute*, may be cited as the "*Library Rules*".

1.2 Commencement

These Rules take effect when they are promulgated under section 2 of *Statute No. 3 – Rules*.

1.3 Interpretation

(1) In these Rules, unless the contrary intention appears -

"Library" has the meaning given to it in *Statute No. 11 – Library Statute*;

Note: "Library" is defined in section 1 of Statute No. 11 – Library Statute to mean "the University Library as from time to time constituted or located and unless the context otherwise requires, includes a reference to all library resources".

"Library resources" has the meaning given to it in *Statute No. 11 – Library Statute*;

"Library user" means a person entitled to use library resources and facilities pursuant to Rule 2.2;

"Schedule" means the schedule to these Rules; and

"Student" means a person enrolled in the University.

(2) Other definitions that are relevant to these Rules are contained in section 1 of *Statute No. 11 – Library Statute* and section 2 of *Statute No. 2 – Interpretation*.

PART 2 - LIBRARY MANAGEMENT

2.1 University Librarian

(1) The University Librarian may exercise whatever powers are necessary to perform the function of being responsible for the Library.

(2) For example, the University Librarian may -

- (a) determine the conditions for using the Library based on the University Values and Student Charter;
- (b) determine the extent to which a person may use the Library;
- (c) prescribe certain Library resources as not available for loan; and/or
- (d) reserve areas within the Library facilities for the use of particular Library users.

2.2 Persons entitled to use the Library

- (1) Subject to these Rules, a person is entitled to use the Library if they are -
 - (a) a Student or a member of the staff of the University;
 - (b) a person in a pathway program leading to study at Curtin University;
 - (c) a member of the University Council, a University Fellow, a University Associate, Adjunct staff or an Emeritus Professor;
 - (d) a person who is permitted to use a library at another educational institution with which the University has current reciprocal library arrangements; or
 - (e) any other person approved by the University Librarian.

2.3 Responsibilities of Library users

A Library user –

- (a) must respect the right of others to use the Library and must not interfere with their use of the Library;
- (b) must behave in a manner which -
 - (i) is not offensive or unduly inconvenient to other Library users; or
 - (ii) causes or is likely to cause damage to a Library resource;
- (c) will produce identification when requested by the Library staff or Curtin Security;
- (d) is responsible for the safe keeping of their own belongings while in the Library;
- (e) must immediately report the loss of a community membership card issue by the Library; and
- (f) on or before leaving the Library and when requested by a member of the Library staff, must present for inspection at the library exit any materials, bags or receptacles being removed from the Library.

2.4 Borrowing Library resources

- (1) A Library user borrowing one or more library resources -
 - (a) must comply with the borrowing conditions determined by the University Librarian including loan periods, recalls, and fines;
 - (b) may not borrow a Library resource if -
 - (i) they have failed to return an overdue Library resource previously loaned to them;
 - (ii) their borrowing privileges have been suspended ;
 - (iii) their Library privileges have been suspended; or
 - (iv) they are otherwise in breach of these Rules;

- (c) who has not returned the resource within 42 days of the due date is liable for the replacement cost of the resource, as determined by the University Librarian, plus an administration fee in accordance with item 6 of the Schedule.
- (2) A Library record relating to the borrowing of a Library resource, a loan term or a recall notice is taken to be correct unless the contrary is proved.

2.5 Fines, fees and costs

- (1) A Library user who fails to return a borrowed Library resource, including an interlibrary loan by the due date or time is liable to a fine, or both a fine and a fee, determined by the University Librarian in accordance with items 3-6 inclusive of the Schedule; and
- (2) If a Student fails to pay a fine or administration fee imposed under subrule (1), the University may suspend all or any of the Student's rights and privileges within the University.

PART 3 - GENERAL

3.1 Enforcement

- (1) The University Librarian may impose either or both of the following penalties on a person who commits or attempts to commit a breach of these Rules or who fails to pay a fine incurred under these Rules -
 - (a) a fine not exceeding the amount specified in item 7 of the Schedule; or
 - (b) suspension of the right to use and borrow from the Library for a period not exceeding 14 days, including suspension of the right to access the Library's electronic resources, and exclusion from the Library premises or any part of the premises.
- (2) The University Librarian may reduce or waive a fine incurred under these Rules.
- (3) A penalty imposed by a person under these Rules is not to limit or otherwise affect the power of the University to impose any other penalty on the person.

3.2 Appeal rights

- (1) A person on whom a penalty has been imposed under these Rules may appeal in writing to the Deputy Vice-Chancellor Academic within 14 days after being given written notice of the penalty.
- (2) The Deputy Vice-Chancellor is to ensure, as far as practicable, that -
 - (a) the appeal is determined within 14 days of its receipt; and
 - (b) the appellant and University Librarian are advised in writing of the outcome.

3.3 Notices

A notice given under these Rules is taken to have been received if sent via the University Official Communication Channel, email or otherwise in writing to the person's address registered with the University or Library.

3.4 Revocation

The Library Rules made by resolution of Council dated 20/6/84 and amended on 26/11/86, 29/3/89 and 26/7/89 and ~~XX/X/XX~~ are revoked.

SCHEDULE

Fees, fines and penalties

Item	Library Rule	Purpose	Amount
1.		Issue of an individual library ID card.	\$70.40 per 6 months adjusted every three years in line with Consumer Price Index.
2.		Corporate group access to borrowing	Fees set on a case by case basis and adjusted every 3 years in line with CPI
3.		Overdue Print Reserve Collection	\$2.00 item/hour or part thereof
4.		Overdue 3 day loans, recalled resources and interlibrary loan resources	\$4.00 per item per day
5.		Overdue Laptop loans	\$2.00 per hour or part thereof
6.		Administration fee for loans not returned within 42 days of due date	\$15.00
7.		Fine for a breach of the Library rules	\$25.00

REVISION HISTORY

Revision / Ref. No.	Approved/ Amended/ Rescinded	Date	Committee / Board	Resolution	Document Reference
New	Approved	13/03/2013	Council	C 50/13	Attachment 1 to Confidential Document No 00227/13
	Gazetted	16/09/2005			
	Rescinded	22/06/2005	Council	C 67/05	Document No 00770/05, effective 1 July 2005
	Promulgated	27/02/2001			
	Amended	20/12/2000	Council	C 140/00	Document No URB 71/00
	Promulgated	24/06/1997			Revised Schedule of Fees, Fines and Penalties
	Amended	18/06/1997	Council	C 92/97	Document No UAB 44/97
	Promulgated	??			Revised Schedule of Fees, Fines and Penalties
	Amended	20/12/1989	Council	C 291/89	Document F&SC 3161/89
	Promulgated	02/08/1989			
	Amended	26/07/1989	Council	C 130/89	As per resolution E&GPC 25/89
	Promulgated	03/04/198			
	Amended	29/03/198	Council	C 35/89	Document No 10/89
	Gazetted	19/12/1986			Amending Statute
	Amended	26/11/1986	Council	C 280/86	Via amending Statute No 7 Document No 62/86
	Promulgated	02/07/1984			
	Amended	20/06/1984	Council	C 77/84	Document No 4525/84
	Promulgated	29/04/1983			
	Amended	23/3/1983	Council	C 30/83	Document No 4514/83
	Promulgated	21/12/1982			
	Amended	19/05/1982	Council	C 73/82	
	Promulgated	??			
	Amended	19/11/1980	Council	C 141/80	
	Promulgated	12/1/1978			
	Amended	21/12/1977	Council	C 238/77	Appendix to Secretary's Report of Finance & staffing Committee meeting of 12 December 1977
	Promulgated	18/02/1976			
	Established	18/2/1976	Council	C 4/76	Document No 4502/72 & Appendix to Council minutes

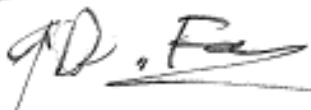
	Amended	06/02/2015	Deputy Vice-Chancellor, Education		Updated Schedule of Fees, Fines and Penalties
	Amended	17/02/2016	Council	C 20/16	Appendix 1 to Item 9.2.1
	Promulgated	24/05/2016			Posted on Administration Building Notice Board
	Amended	9/03/2017	Council	C 54/17	
	Promulgated	25/05/2017			Posted on Administration Building Notice Board

The Common Seal of CURTIN UNIVERSITY
OF TECHNOLOGY was affixed on the
26 day of APRIL 2017
by the authority of the Vice-Chancellor





Vice-Chancellor



Administrative Secretary

