

## Library Policy

<b>Purpose</b>	<b>This Policy addresses AITC's approach to the provision of Library Facilities to support the work of Students and Staff.</b>
<b>Location</b>	<b>The policy is maintained on owncloud</b>
<b>Responsible executive</b>	<b>Academic Dean</b>
<b>Responsible office</b>	<b>Academic Dean's Office</b>
<b>Contact officer</b>	<b>TBA</b>
<b>Effective date</b>	<b>29 June 2020</b>
<b>Review date</b>	<b>TBA</b>
<b>Modification history</b>	<b>Version 1.0</b>
<b>Related documents</b>	<b>AITC Student Learning Support Policy AITC Student Orientation Policy AITC Access and Usage of Resources Policy AITC Facilities and Resources Plan</b>
<b>Authority</b>	<b>Approved by Council</b>

### 1. Purpose

The Australian Institute of Technology and Commerce (AITC) is committed to ensuring access to quality library and learning resources and services for students and staff. This Policy outlines the key principles and requirements that are required to provide users with appropriate access to information resources and services.

### 2. Scope

This Policy covers all students enrolled with AITC, staff members, and any other persons who are authorised to use the Library's information resources or services. The Policy is relevant to both digital and physical information resources accessed at the campus as well as online.

### 3. Definitions

**Librarian** means the AITC Librarian or nominated representative.

**User** means any person (including borrowers) who uses the physical library facilities or accesses online resources.

### 4. Overview

The AITC Library plays a key role in supporting excellence in learning, teaching and scholarship for the AITC community through the provision and promotion of recorded knowledge.

The Library enables and enriches learning through the provision of current, relevant and extensive information resources and services in line with the teaching and learning plans of AITC. AITC provides an exemplary library service that draws on the professional expertise of staff and is future oriented.

## 5. Principles

- 5.1 Library Service Charter.** The AITC Librarian develops and maintains a Library Service Charter that reflects the Library's commitment to provide quality service to the AITC community in support of effective learning, teaching and scholarship. This charter should be reviewed annually and provided to the Academic Board for noting.
- 5.2 Online Preferred Approach.** AITC endorses an "online preferred" approach to the provision of information resources. Most of the Library's information resources will be in online format. This follows contemporary practices in Australian higher education libraries, in which 90% of expenditure is typically spent on online resources. This digital approach to online resources compliments the field/s of education (Technology and Commerce) taught by AITC.
- 5.3 Access to Prescribed Readings.** The Librarian, with the guidance of the Academic Dean and the Academic Board, has responsibility for the *AITC Information Resources Register*. This Register documents the resources to be provided as prescribed in the approved course documentation. Prescribed readings such as journal articles and book chapters will be made available to students online through the learning management system. Traditional print modes of delivery for prescribed readings will not be used unless there is no alternative. AITC will hold an appropriate Copyright Agency Ltd. (CAL) Licence to facilitate this. The Librarian will abide by Australian Copyright Law in making copies of prescribed reading available to users in the learning management system.
- 5.4 Authorised Use.** Access to Library resources will be limited in accordance with licensing provisions, relevant legislation and the *AITC Information Privacy Policy* and the following categories of users are;
- students enrolled at AITC;
  - AITC staff members;
  - members of AITC Council and Academic Board, and sub-committees of these Boards;
  - other members of organisations and persons as determined by the Librarian in consultation with the Registrar.

## 6. Policy Statements

- 6.1 Library Service Charter** is that the Library operates according to a Library Service Charter (to be developed upon commencement of operation and then reviewed annually) and within the *AITC Information Privacy Policy* and includes the provision of;
- relevant library collections, on-line resources and services that are continuously improved with academic guidance and user feedback;
  - highly professional, courteous and responsive service, building on the professional expertise of staff;
  - educational support and instruction to assist users, including information skills as a basis for independent life-long learning;
  - optimal facilities and equipment that support effective use of the collection and are conducive to study and learning; and;
  - fair, flexible and equitable access for users, including for remote users and those with special needs wherever possible.
- 6.2 Access** to Library resources and services is provided as follows;
- 24/7 access to online resources for all authorised users;
  - opening hours of the physical library space and conditions of access to facilities and services by users are determined by the Librarian and made available at each public

entrance to the library and on the AITC website. Opening hours will be reviewed based on student feedback and other internal data on usage. Any variation to standard opening hours will be notified in advance, through appropriate email communications and/or notices;

- the Librarian (or their delegate) will be in physical attendance to manage the Library and advise students on appropriate available learning and reference resources during a core period of hours each week day;
- a multi-channel communication platform for libraries will also be available to provide a knowledge base of frequently asked questions, as well as a platform for answering user questions via chat, SMS, email and the access and security of social media platforms.

### **6.3 Library Rules** are established by the Librarian, and cover;

- conduct of users, for example noise, use of mobile devices, eating and drinking;
- confidentiality of logons and passwords to use online resources;
- use of facilities, including respect for the rights of others, and behaviour which will not disrupt or inconvenience other users;
- compliance with relevant AITC copyright policies and notices, including any copying using Library equipment or facilities in infringement of the *Copyright Act 1968* (Cth). The Librarian will ensure Copyright notices in accordance with the Act are displayed to users in the Library and online;
- compliance with condition of use of online resources as published on the AITC website or on relevant notifications with the resource;
- damage to facilities or resources;
- filming and photography;
- rules for borrowing items from the Library's small collection of print resources;
- fines and penalties for breaking Library Rules, including reasonable adjustment for unforeseen personal circumstances;
- exclusion of liability for loss or damage to personal items brought into the library space by users; and;
- any additional matters that the Librarian determines.

### **6.4 Development of information and digital literacy skills.**

The AITC Library plays an important role in enabling students to develop the information and digital literacy skills needed to demonstrate the AITC Graduate Attributes. The Librarian, in partnership with academic staff, will develop and deliver a strategy to contribute to supporting students to become skilled and ethical information users. This includes guidance on appropriate sourcing and referencing of material in academic works in accordance with the *AITC Student Academic Integrity Policy*.

Users are also expected to take advantage of learning and information sessions and tutorials on offer; assist the Librarian in the evaluation of resources and services; make any requests for materials and services as early as possible; and find resources independently of staff wherever possible.

## **7. Roles and Responsibilities**

The Librarian is responsible for developing this *AITC Library Policy*.

This Policy is reviewed and endorsed by the Academic Board and approved by the Council. The Academic Board will also monitor the performance of the Library. The Academic Board will examine data from student survey results and other performance data such as use of the Library's resources and services. The Academic Board will also ensure that the library has adequate resources to align with growth in student numbers.

**Australian Institute of Technology & Commerce Pty Ltd**

ABN 47 634 668 214 CRICOS Code: TBA

Head Office: Level 6, 8 Quay Street, Haymarket NSW 2000

Website: [www.aitc.nsw.edu.au](http://www.aitc.nsw.edu.au) Email: [info@aitc.nsw.edu.au](mailto:info@aitc.nsw.edu.au)

Phone: 02 9211 4958



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**8. Relevant Legislation and Standards**

*Copyright Act 1968 (Cth) – Copyright Agency Ltd Statutory Education Licence  
Higher Education Standards Framework (Threshold Standards) 2015 Domain 3.*