Library Use Policy and Procedure

1 Purpose and scope

The purpose of this policy is to establish the role of the AIE Institute Library in supporting and strengthening the teaching and learning activities of AIE Institute staff and students.

The AIE Institute Library provides staff and students with library services, facilities and access to scholarly resources, meeting the needs of the Institute.

2 Objectives

This policy outlines the terms and conditions of accessing library services, facilities and using the collection.

3 Implementation

This policy applies to all AIE Institute staff, students and authorised users. This policy will be implemented by AIE Institute Management and the Librarian.

4 Procedure

4.1 Library Users

Authorised library users include current students enrolled in an accredited AIE Institute course, staff members employed by AIE Institute, and temporary users given access as approved by the Academic Director.

4.2 Library Facilities

Library spaces are provided across all AIE Institute campuses. Library spaces include access to PCs and quiet study areas to support students.

   a. Library users must maintain a quiet and respectful study environment:
      I. Respect other individuals' space.
      II. Phones switched to silent, and the use of headphones when using personal devices.
      III. Ensure noise is kept to a minimum where possible.
   b. All library users must follow the directions outlined in the *Information Management and Security Policy and Procedure.*
   c. Library users are required to follow any directions given by the Librarian and AIE Institute staff.

4.3 Library Opening Hours

Library spaces across all AIE Institute campuses will be available to use Monday to Friday 9:00am – 5:00pm or as advised by Campus staff.

The digital collection will be available to use 24 hours a day.

The Librarian will be available for assistance with the library catalogue and referencing by making an appointment between 9:00am – 5:00pm Monday to Friday or reaching out to Library Services via email or phone.

4.4 Access to Collection

AIE Institute provides library users with access to a physical and digital collection of resources via the Online Public Access Catalogue (OPAC).

a. Physical Collection

    I. Includes prescribed and recommended course readings that can be checked out from the AIE Institute Library Catalogue. If necessary, items can be delivered to an AIE Institute campus for pick up.

    II. Physical items have a loan period of one week and will be permitted to be renewed unless the item has been requested by another library user or is a prescribed text in high demand. In these circumstances the Librarian will have authority to reduce the loan period.

    III. All physical prescribed items will have a least one copy set aside as a short-term Course Reserve for a two-hour loan period, which cannot be removed from the campus.

    IV. Physical items must be returned on time and be kept in good condition.

        i. If an item cannot be returned on time, the borrower will need to notify the Librarian, and may be required to pay a late fee.

        ii. If items are returned damaged, the borrower will be liable for the cost of repair or replacement.

        iii. Items not returned (lost or missing) will result in the borrower being charged for their replacement.

b. Digital Collection

    I. AIE Institute Library provides library users with access to purchased, subscribed, licensed and digital collection items, including prescribed and recommended course readings.

    II. Library users must comply with the access conditions of licensed electronic and digital resources.

5 Related documents

The following policies and procedures are related to this policy:

a. Information Management and Security Policy and Procedure.
b. Student Code of Conduct.

6 Review

Three years from commencement.

7 Accountabilities

The Academic Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and AIE Institute's higher education community via the website and other publications.