

Library Rules

The Library Manager proposes the Library Rules, which are reviewed by the Library Consultative Committee and approved by the St Mark's Council.

These rules came into effect from January 2003, were reviewed and approved in May 2010.

1. Hours of Opening

- 1.1 The library hours of opening shall be determined by the Library Manager after consulting the Library Consultative Committee and the Director of St Mark's.
- 1.2 The Rules of the Library shall be displayed and made available to users of the library.
- 1.3 Any changes to standard opening hours shall be publicised in advance, through normal communication channels, and posted at the library entrance.

2. Entry to the Library

- 2.1 Users may enter and remain only in the public areas of the Library
- 2.2 Once a person enters the Library, he or she is taken to have accepted the Rules and to have agreed to abide by them.
- 2.3 Children should be under the supervision of an adult who shall be responsible for their conduct in the Library.

3. General Conduct within the Library

- 3.1 Users shall at all times conduct themselves in a quiet and orderly manner so as not to disturb other library users.
- 3.2 Any person not behaving appropriately within the library may be requested to produce relevant identification by a library staff member. He or she may be asked to leave the Library.
- 3.3 Mobile telephones shall not be used in the Library.
- 3.4 Eating, drinking and smoking is not permitted within the library building.
- 3.5 No animals, other than guide dogs, may be brought into the library.
- 3.6 Any items brought into the library shall remain the responsibility of the owner.
- 3.7 Seating in the main study or reading areas may not be reserved.
- 3.8 Articles left unattended for long periods in the library may be removed by the Library staff and treated as lost property.
- 3.9 A person should not use any parts of the library building for any kind of group meeting or discussion without the permission of the Library Manager.

4. Use of the Library

- 4.1 Library staff may permit any person to use any facility of the library and determine its conditions of use.
- 4.2 Charges may be applied to the use of the library materials, services or other facilities; schedules of charges and fines shall be published in the library leaflets.
- 4.3 Library materials shall not be marked, damaged or deliberately misplaced.
- 4.4 The privacy of patron and loan records shall be maintained.

- 4.5 Conditions applying to the availability and loan of Library material should be strictly adhered to.
- 4.6 Library materials shall not be removed from the library building unless a loan transaction has been properly carried out.
- 4.7 Items on the open access shelves of the library are for loan. Special Collections such as the Rare Books and the Tippett Collection are not for loan. Reference materials and periodicals are to be used in the Library only.
- 4.8 Loan periods shall be determined by the Library Manager, advised to the faculty staff, Library Consultative Committee, published widely within St. Mark's and distributed to all users.
- 4.9 The Library Manager, in consultation with Faculty staff, may modify loan conditions temporarily to cater for items on high demand.
- 4.10 Material on loan may be recalled by the library staff at any time.
- 4.11 Users leaving the library may be required to have their bags and other items presented to Library staff for inspection.

5. Library Borrower Card and Responsibilities

- 5.1 Students and staff of Charles Sturt University are entitled to be issued with a borrower card. This card shall be presented to the Issue Desk staff to borrow library materials.
- 5.2 A user's borrower card shall not be used by persons other than the registered card holder.
- 5.3 Library members shall report the loss of their card immediately to the Library Staff. Borrowing privileges may be withheld until a new card is issued.
- 5.4 A borrower shall remain responsible for material issued against his/her library card until the material is returned to the library and the loan is discharged by the library staff.
- 5.5 Borrowing privileges may be suspended if a borrower has overdue items, outstanding library fines, or is in some other way in breach of these Rules.
- 5.6 Fines for the late return of items shall be imposed. Fines may be waived only by the Library Manager or a nominated delegate.
- 5.7 Failure to return a loan shall incur a maximum fine plus a replacement charge for the item loaned.
- 5.8 Outstanding library fines or debts may prevent the issue of final grades for the session or re-enrolment in a subsequent session.

6. Misconduct or Breach of these Rules

- 6.1 Where a person is in breach of these Rules, the Library Manager may suspend that person for a period not exceeding two weeks from attendance at, or from the use of all or any of the facilities of the library.
- 6.2 Where the Library Manager exercises his or her authority under these Rules to suspend or restrict a persons access to the Library, the matter shall be reported in writing to the Director of St. Mark's.
- 6.3 Where the Library Manager believes that a breach of these Rules has occurred, he or she may recommend to the Director of St Mark's that the matter be dealt with under the Charles Sturt University by laws or rules relating to student or staff misconduct.
- 6.4 A person aggrieved by a decision of the Library Manager under these Rules, may appeal to the Director of St. Mark's.