

Southern Cross University
UNIVERSITY LIBRARY
- R U L E S -

1. (a) Subject to these Rules, and the overall control of the University Council, the Librarian shall control the use of library materials, prescribe the procedures to be followed by Library users, and exercise disciplinary authority both with respect to the preservation, consultation and loan of library materials and the behaviour of users of the Library.

(b) Without limiting any other provision of these Rules, all users of the Library shall comply with any direction or prescription given or made by the Librarian under the provisions of subrule (a) of this rule.
2. Subject to any direction by the Librarian that any specified library material is not to be borrowed, library materials may be used in and borrowed from the Library by:
 - (a) members and former members of the University Council;
 - (b) members of staff;
 - (c) students of the University;
 - (d) students and staff of other tertiary education institutions with which the Library has a reciprocal borrowing agreement;
 - (e) members of other organisations or institutions which have entered into an agreement with the Library; and
 - (f) members of the community upon payment of an annual fee as prescribed by the University Librarian and approved by the Vice-Chancellor; under such conditions as may from time to time be prescribed by the Librarian.
3. Library materials may be used in the Library by members of the public who satisfy the Librarian that they have a serious need to use the Library. The Librarian shall have a complete discretion to permit any such person to borrow library material and may require a deposit appropriate to the replacement value of each book or other item so borrowed.
4. At the discretion of the Librarian, library materials may be lent to the libraries of other institutions or organisations on a reciprocal basis.
5. Nothing in the preceding rules shall:
 - (a) entitle any person to make use of or borrow library materials unless that person establishes their identity and their right so to use or borrow library material to the satisfaction of the Librarian; or
 - (b) prevent the Librarian, with the approval of the Vice-Chancellor, from closing the Library or any part thereof to all users or any particular class of user, and in particular and without limiting the generality of the foregoing, to all users other than staff and students of the University when the needs of such staff and students cannot otherwise be met.
6. (a) Any person who borrows library material shall:

- (i) return it within the time prescribed at the time of issue; and
 - (ii) comply with any written demand for the return of such material within the time prescribed in such a demand.
- (b) Where the time prescribed or specified under this rule as the time within which a person is required to return any library material expires on a Saturday, Sunday or a public holiday, that person shall, notwithstanding the provisions of any other rule of law, return that material on or before that day.
7. Any person who has failed within six weeks of the original loan or last renewal to return library material lent to them and who has been given written notice requiring the return of such material, shall be liable to pay to the University such replacement costs and administrative costs as in the opinion of the Librarian would reasonably be incurred in replacing the item concerned, in addition to any fine which may be imposed for late return, or other breach of any rule. Such notice may be given by posting it by prepaid post to the address shown on the University's records.
8. No person shall mark, deface, damage or destroy a book or other library material or property. In addition to any fine which may be imposed for such conduct, the person concerned shall pay such amount as the Librarian may reasonably require to make good the loss or damage or any other expense to the University caused by that person.
9. No person shall in the Library conduct themselves in a manner which, in the opinion of the Librarian, is not a proper use of the Library, or which interferes with the comfort or convenience of or the use of the Library by others and, in particular, the following rules of conduct shall be observed in the Library:
- (a) smoking is prohibited;
 - (b) the consumption of food or drink in public areas of the Library is prohibited;
 - (c) unsupervised children shall not be permitted to enter the Library; and
 - (d) talking shall be kept to a minimum and at a low level, except in designated group study areas.
10. Any person present in the Library shall on request from a member of Library staff give their name and address and, if required, produce for inspection a student card or other evidence of identity, or leave the Library and not return until they are able to comply with the request for identification.
11. (a) Where it appears to the Librarian, or in the absence of the Librarian the next most senior officer on duty in the Library on that day, that a person is guilty of misconduct as defined in Bylaw No. 12, that person shall be dealt with in accordance with the provisions of the Student Discipline Rules notwithstanding the fact that that person may not be a student and provided that, where the person is not a student or a staff member of this University, they may be denied access to the Library for such period exceeding one week as the Vice-Chancellor acting on the advice of the Librarian may determine.
- (b) In addition to the penalties, fines and other charges which may be imposed in accordance with these Rules, a person found guilty of misconduct shall have their borrowing rights suspended for a period of not less than 14 days.

12. No broadsheets, handbills, newspapers or other material, other than official notices of the Library or the University, may be distributed or displayed within the Library except with the approval of the Librarian.
13. So long as any fine imposed under these Rules remains unpaid, or so long as any person keeps an item to which that person is not entitled, the right of the defaulter to use the Library is suspended.
14. (a) No item of Library property may be removed from the Library except by way of loan to an authorised borrower.

(b) A borrower remains responsible for an item marked out in the borrower's name until it is returned to the Library and the transaction cleared by Library staff.
15. All enquiries and transactions in respect of library materials are confidential.