MIT Library Policy and Procedure

1. Purpose

The purpose of this policy and procedure is to establish an overarching framework for the development and management of the Institute library and its services to:

- support the teaching, scholarship of learning and the basic research needs in the subject areas of the Institute’s curricula;
- develop collections;
- define the types of physical material that can be loaned to Institute staff and students;
- establish the borrowing rules and associated fine procedures;
- define a systematic process for stocktaking;
- provide a code of behaviour for use and care of the library facilities.

2. Scope

This policy and procedure applies to the Institute library and has application for Institute staff, students and authorised uses.

3. Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Authorised uses or borrowers</td>
<td>Means the Institute’s students and staff and any other person afforded borrowing rights.</td>
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<tr>
<td>Catalogue</td>
<td>the holding record of material stored on the Library’s Management System.</td>
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<tr>
<td>Classification</td>
<td>the Dewey Decimal System is used as standard for all collections.</td>
</tr>
<tr>
<td>Electronic</td>
<td>Any information source that the library provides 24/7 access to in an electronic format either on campus or remotely via the library webpage. This includes full-text periodicals, company information, e-books, industry profiles, market research, etc.</td>
</tr>
<tr>
<td>General collection</td>
<td>Any item that has a 7 day loan period.</td>
</tr>
<tr>
<td>Library</td>
<td>Means the Institute library located at the Melbourne and Sydney campuses.</td>
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</table>
### Monograph

- a book.

### Multimedia

- Is a term covering resources stored in format such as CD’s, DVD’s, video or film.

### Periodical/journal

- a serial or magazine; newspaper or learned publication.

### Teacher Reference

- Prescribed texts for each unit of study offered at the Institute, including Federation University Australia units for each current teaching period. Also includes resources selected for additional readings listed in Unit Descriptions, as deemed appropriate by Unit Coordinators.

### The Schedule(s)

- Means the Schedule(s) annexed to this policy and procedure being:
  - Acquisition guidelines
  - Library Code of Conduct
  - Textbooks
  - Library Fines

### Weeding

- the process of keeping Library collections usable and relevant by continually assessing materials in terms of value to the collection, and relegating or disposing them from the library as appropriate.

## 4. Policy Statement

4.1. The Institute’s library directly contributes to the teaching, learning and research programs of the Institute and provides facilities, services and resources for these core activities. The library will acquire resources in appropriate formats and in sufficient quantity, depth and diversity to support teaching, learning and basic research needs of both Institute students and staff, in the subject areas of the curriculum- Business, Information Technology and Engineering.

4.2. The Institute develops and manages collections of scholarly information. It will outline the types of resources that will be collected by the library and the time frame resources are to be retained in its collections.

4.3. Authorised users are able to use the collections in accordance with the Institute’s objectives and the library code of conduct.

4.4. The Librarian as custodian of the collection defines the rules governing access to collections and ensures digital content is delivered in accordance with relevant licence agreements.
4.5. Weeding is used to assure continued quality in the collections and to increase the collections accessibility, increase space, improve efficiency in re-shelving material, and to reassess value of material to ensure that inaccurate, out of date, or unsuitable material is removed.

4.6. An annual stocktake will provide a systematic mechanism for ensuring that resources are returned and accounted for within the library.

4.7. The library will:
- Manage a single integrated collection of electronic and physical resources including learning objects and digitised materials.
- Select resources to meet the learning, teaching and research needs of the Institute.
- Manage the collection across all sites.
- Evaluate the collection regularly for relegation and disposal purposes.
- Employ usage and return on investment measures to evaluate subscribed resources.
- Ensure availability of undergraduate learning and teaching requirements.
- Consult with teaching staff to determine collection priorities for each discipline area.
- Avoid unnecessary duplication of resources.

4.8. The Schedule- Acquisition guidelines will prescribe the procedures for the purchasing of material for inclusion into the Institute library collections.

4.9. The library applies fines to ensure equality of access for library resources. Fines are imposed to encourage authorised uses to return items on time so that others will not be disadvantaged. The act of borrowing any library resource is recognised as an agreement by the borrower to return or renew items by the due date. Student borrowers of items registered in their name are liable for fines on overdue, lost or damaged items.

4.10. The library provides an environment that is conducive to teaching, learning and research. Students are expected to accept responsibility for the appropriate care of the library facilities, services and resources in a way that ensures fair access by all students and staff to the library and its resources. The Schedule- Library Code of Conduct outlines the Institute expectations for library use by authorised uses.

5. Procedure

5.1. Collections procedure

5.1.1. The library will divide material within the following collection structure:
- Main Collection;
- Counter Reserve;
- Teacher Reference;
- Magazines, Journals and Newspapers;
• Electronic resources, and
• DVDs.

5.1.2. No duplicates of serials will be subscribed to, with the following exceptions:
• printed copies required to access full-text electronic files;
• subscriptions to Australian newspapers;
• print subscriptions that must be maintained for online access to subscriptions, and
• subscriptions that must be maintained as part of package arrangements.

Where a print subscription is cancelled because the library also has an electronic subscription to an aggregate database that includes the print title, if the title is later withdrawn from the aggregate database or the aggregate database subscription is cancelled, then a print subscription will be reinstated.

5.1.3. Multiple copies of all Institute unit textbooks prescribed in the unit descriptions will be made available for students, as detailed in the Schedule- Textbooks.

5.1.4. Where available Online, the prescribed texts will also be purchased as an e-book.

5.1.5. Donated monographs or serial items will be accepted if:
• it is relevant to the Institute’s curricula, as deemed by the Librarian or nominee;
• it is relevant to the collection;
• it is useful as an information source;
• it supports the Institute’s scholarship of learning needs; or
• it is expected to be used by an authorised user.

5.1.6. When the existence of a later edition of a work listed in a unit description becomes known, it will be considered for acquisition. The arrival of a new edition of a work will prompt the evaluation of all editions (and multiple copies) held for retention or discarded. The responsibility for the retention or withdrawal of superseded editions rests with the Librarian or nominee in consultation with the relevant Head of School or unit coordinators.

5.1.7. Resources in different formats representing Australian, Asian and global perspectives will be a priority and actively sought.
5.1.8. All new material obtained will be catalogued and disseminated as soon as practicable.

5.2. Weeding

5.2.1. The responsibility of weeding resides with the library staff, who will consult with the relevant Head of School and teaching staff. Weeding will be linked to the discipline and course plans.

5.2.2. Resources tentatively selected for storage in stack and/or vault holding or discard will be subject to review by the librarians, in consultation with the relevant Head of School and teaching staff. Stack and/or vault collections are used for older reference or periodical titles when the shelf space is limited.

5.2.3. No print back-runs of serials will be kept for titles beyond five years where there is a reliable and comprehensive electronic archive.

5.3. Loans
5.3.1. Authorised users may borrow the following:

<table>
<thead>
<tr>
<th>Students</th>
<th>seven (7) items in total comprising of:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>• 7 day loan</td>
</tr>
<tr>
<td></td>
<td>• Seven (7) renewals</td>
</tr>
<tr>
<td></td>
<td>• No holds on currently loaned items</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff</th>
<th>seven (7) items in total comprising of:</th>
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<tbody>
<tr>
<td></td>
<td>• teacher reference material (for the duration of each trimester if teaching that unit);</td>
</tr>
<tr>
<td></td>
<td>• 7 day loan from general collection;</td>
</tr>
<tr>
<td></td>
<td>• Seven (7) renewals from the general collection (provided the item is not requested).</td>
</tr>
</tbody>
</table>

5.4. Loan periods:

<table>
<thead>
<tr>
<th>General collection</th>
<th>Materials located in the Main collection may be borrowed by all students and staff according to the following borrowing criteria:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>• 7 days for monographs and multimedia; and</td>
</tr>
<tr>
<td></td>
<td>• 7 days for periodicals at the Melbourne Campus only. (Periodicals at the Sydney Campus are designated “Not For Loan”)</td>
</tr>
</tbody>
</table>

Warning: uncontrolled when printed.

Original Issue: 1st May 2007
Reviewed and approved by the Executive Management Committee: 16th February 2017
Endorsed by Board of Directors: 17th March 2017
Current Version: 17th March 2017
Review Date: 17th March 2022
| Counter reserve | These materials can be borrowed for in-library use only based on the following conditions:  
• Loans are for two (2) hours;  
• One (1) hour renewal;  
• No item is to be removed from library at anytime.  
• Items must be returned to the staff at the loans desk after use. |
|---|---|
| Teacher reserve | Teacher reference materials may be borrowed based on the following conditions:  
• Items borrowed must be for staff use only teaching that unit for the current term.  
• All items are allocated to teaching staff for the entire semester and must be returned no later than 5 days after finals are marked.  
• Under the discretion of the library staff, teacher reference materials may be lent to students under the same terms and conditions as counter reserve material. |
| Periodicals | • Periodicals are available for 7 days loan from the Melbourne Campus, and may be renewed up to 7 times if there is no hold.  
• Periodicals are designated “Not For Loan” at the Sydney Campus. |

5.5. **Borrowing rules, including charges and fines:**

5.5.1. All borrowers must have a current validated student/staff ID card with them in order to borrow or use any library item.

5.5.2. Borrowers may not use another person’s ID card: this is without exception.

5.5.3. Student ID cards will be confiscated by library staff or security if found not to be the person as indicated.

5.5.4. All borrowers are responsible for material issued against their ID card until the material is returned to the library and the loan transaction has been cleared from their record by library staff.

5.5.5. Borrowers with outstanding library changes will be suspended from accessing their library account online (i.e. unable to renew or place holds via the library’s webpage).

5.5.6. Borrowing privileges may be suspended, if a borrower has overdue items, outstanding library charges, or is in some other way in breach of these rules.

5.5.7. Borrowers may be levied with charges against them for breaches of borrowing rules, as detailed from time to time in the Schedule- Library Fines.
5.5.8. All outstanding charges must be paid in full, with no partial payments accepted.
5.5.9. In cases of illness or other extenuating circumstances, library charges including fines may be reduced or waived at the discretion of the Librarian or their nominee upon presentation of medical certificate/s or verification of claim (i.e. Police report or statutory declaration).
5.5.10. Borrowers with outstanding charges will have their IT account suspended / blocked and will be unable to receive their results, until such time as their library debt is cleared.
5.5.11. Items declared lost by a borrower or via the library management system (i.e. overdue 50 days or more), or returned damaged and needing replacement, will incur a replacement cost at current retail price and processing fee.
5.5.12. Items that are on hold for another borrower cannot be renewed.
5.5.13. If a borrower of an overdue item that is on hold for another borrower does not return the item, their borrowing privileges are suspended until such time as the overdue hold item is returned.
5.5.14. The library reserves the right to recall high demand items.
5.5.15. If a borrower ignores a recall notice, borrowing privileges may be suspended at the discretion of the Librarian or their nominee.
5.5.16. A borrower may claim they have returned an item or they did not borrow an item, by completing and lodging the appropriate form with the library.
5.5.17. The Librarian or their nominee has the discretion to declare an item a ‘claims returned’ item lost or a ‘claims not borrowed’ item lost.

5.6. Stocktake

5.6.1. A stocktake of all collections will be performed annually.
5.6.2. A register of lost or missing items will be kept for a period of two trimesters.
5.6.3. Prior to next stocktake, the previous trimester listing will be shelf checked to ensure items returned during trimester are reflected in the records.

6. Responsibilities

6.1. The Librarian will be responsible for ensuring compliance with this policy. The responsibility for the decision of whether to accept donated items rests with the Librarian or nominee.

6.2. Staff will be responsible for requesting users to comply with the policy. Users who do not comply will be reported for disciplinary action under Student General Misconduct Policy and Procedures.
6.3. The Institute Information Technology Department has responsibility for the acquisition of software applications.

7. Implementation and communication

This procedure will be implemented and communicated through the Institute via:

- Announcement on the Institute’s webpage;
- Internal circulation to staff;
- Staff professional development;
- Student orientation programs;
- Student handbook.

8. Supporting documents and References

Government legislation:

Copyright Act

Institute documents:

MIT Policies and Procedures, including-
Copyright Policy and Procedure
Student Code of Conduct
Student General Misconduct Policy and Procedure
Staff Code of Conduct Policy
The Schedule- Acquisition Guidelines

Procedures for the purchasing of material for inclusion into the library collection.

1. Acquisition

All requests to purchase materials for inclusion in the library collection are evaluated by the Librarian according to the following criteria:

- Relevance to MIT curriculum;
- Support for the research needs of Institute students;
- Support for course preparation for Institute staff;
- Support for keeping staff up-to-date in their specialisation; and
- Relationship to existing holdings in library collection.

2. Acquisition Categories

- Prescribed text: As a minimum four (4) copies for each campus library for each unit delivered will be purchased. Plus as of week three of each trimester, additional copies of prescribed texts will be purchased at the ratio of one copy for every ten (10) students enrolled.
- Additional Readings: A minimum of two copies for the Melbourne campus library and one copy for the Sydney campus library will be purchased for eighty percent (80%) of recommended or additional readings.
- Other than resources listed in the unit descriptions, requests to purchase course-related materials are to be submitted to the library via email (‘library@mit.edu.au’ for Melbourne campus and ‘library.syd@mit.edu.au’ for Sydney campus) by the relevant Head of School or nominee.
- If the library’s preferred vendors are not able to locate requested materials or materials on back order, the library will ask the requestor to find an alternative title.
- The Librarian will determine the order process.

3. The Schedule- Library Code of Conduct

3.1. All library uses must:
- return library materials by the due date or fines will apply.
- leave the library when requested at closing time and during emergency procedures.
- comply with State and Federal legislation.
- observe publicised licence conditions for online resources.
• The library is a designated “quiet zone”, however quiet conversation is allowed, except during the examination period and days following the end of classes, when no talking will be permitted in any part of the library.
• be quiet in designated quiet areas, apart from proper communication with library staff and except in places designated as group study areas where quiet conversation is permitted.
• use their mobile phone responsibly and be considerate of others- ringtones must be set to silent and phone conversations kept to a minimum.

3.2. Library uses must not:
• damage, deface or remove without authorisation any library material.
• eat or drink in the library, except in designated areas.
• leave litter in the library, except in rubbish bins.
• behave in a way that disrupts learning and research activities or creates an antisocial, unpleasant or unhealthy environment.
• improperly use computer facilities, e.g. displaying obscenities and hacking.
• display any poster or notice in the library, without permission.
• smoke in the library.

3.3. Library staff are authorised to:
• inspect equipment, folders, containers or property intended to be taken out of the library by any person leaving the library
• inspect all items in a person’s possession when the security gate goes off
• inspect ID cards when asked
• Request library uses to leave the library or refuse entry into the library.
• take appropriate action to prevent or stop antisocial activities, including harassment of others.
• deny access to library computer equipment where it is not being used for purposes of teaching, learning or research.

3.4. Consequences of breaching the Code of Conduct:
• refusal of access to the library.
• If a library facility or property is damaged or defaced, you shall pay the cost of repair or replacement. If the item is library material or library equipment, a processing charge may also be charged.
• Disciplinary action against any person who persists in contravening or failing to comply with this Code of Conduct.
4. The Schedule- Textbooks

<table>
<thead>
<tr>
<th>Textbooks prescribed in the unit descriptions of the Institute’s units</th>
<th>A minimum of 1 copy per ten students (ratio of 1:10)</th>
</tr>
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<tbody>
<tr>
<td>Textbooks on Reserve: Textbooks placed on the teacher reference collection: Additional copies will be purchased and added to the collection to meet the 1:10 ratio.</td>
<td>One hardcopy copy of each title</td>
</tr>
<tr>
<td>Additional readings will be made available for student use at each campus for all units taught at the Institute as prescribed in the unit descriptions:</td>
<td>One hardcopy of each title</td>
</tr>
<tr>
<td></td>
<td>A minimum of one (1) copy</td>
</tr>
</tbody>
</table>

5. The Schedule- Library Fines

Borrowers may be levied with charges against them for breaches of borrowing rules at the following rates:

<table>
<thead>
<tr>
<th>Fines for late return of items will be imposed on a daily basis during normal class timetables at the rate of: The fine will increase during exams (in Melbourne only) to:</th>
<th>$1 per day $5 per day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borrowers will be suspended from borrowing any items if their penalties exceed:</td>
<td>$10</td>
</tr>
<tr>
<td>Borrowers with outstanding charges of: will be suspended from accessing their library account online and must pay the charge in full prior to collection of completion letter and final transcript.</td>
<td>less than $10.00</td>
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