Löhe Memorial Library Use Policy

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1. Introduction

The Löhe Memorial Library is open to staff and students of the Australian Lutheran College (ALC), alumni, ALC partners and the community. Students from other tertiary institutions and members of the public are also welcome to visit the library. The following policies are intended to assist users in making the best use of the library and acceptable use of the library’s resources.

2. Privacy and security of borrower information

   a. Disclosure

   The Löhe Memorial Library will not disclose personal information to a third party without the individual’s knowledge and consent, except when legally required to do so.

   b. Collection

   Information collected may be used for reasonable purposes of contact. This information is used within the library only.
3. Borrowing

Borrowing privileges are available to staff and students of Australian Lutheran College (ALC), campus residential students, and to pastors and teachers of the Lutheran Church of Australia (LCA) and lay workers employed in ministry in parishes/institutions of the LCA. Other persons may be granted borrowing privileges upon payment of the appropriate fee.

a. Fees (including GST)

<table>
<thead>
<tr>
<th>Fee type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual</td>
<td>$99</td>
</tr>
<tr>
<td>Three month</td>
<td>$49.50</td>
</tr>
<tr>
<td>Concession (12 month)</td>
<td>$50</td>
</tr>
</tbody>
</table>

A library card is included in this charge and must be presented when borrowing. A replacement card costs $5.00. (ALC Student ID card not included.)

b. Loan type and loan periods

<table>
<thead>
<tr>
<th>Loan type</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>4 weeks</td>
</tr>
<tr>
<td></td>
<td>6 weeks for off-campus students and pastors</td>
</tr>
<tr>
<td></td>
<td>8 weeks for teaching staff and postgraduate</td>
</tr>
<tr>
<td></td>
<td>students</td>
</tr>
<tr>
<td>Red spot</td>
<td>7 days</td>
</tr>
<tr>
<td></td>
<td>(Off-campus students allowed additional 7 days for post)</td>
</tr>
<tr>
<td>Reserve</td>
<td>4 hrs/day or overnight 1 pm till 11am next day</td>
</tr>
<tr>
<td>Media</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Interlibrary loans</td>
<td>As determined by the supplying library (teaching staff and postgraduate students only)</td>
</tr>
</tbody>
</table>

c. Holds

Borrowers may place holds on items via the catalogue. These are governed by circulation constraints set for particular items (see Loan type and loan periods). Items that are in the RESERVE collection may not have a hold placed on them, but can be borrowed at the library service desk.

d. Loan limits

The limit on the number of items which may be borrowed at one time is 20 (10 for reciprocal borrowers).

e. Renewals

**Main collection print and media materials**

Two renewals are allowed, providing items are not on hold.

**Ebooks**

These cannot be renewed, but once access to an item has ceased (i.e. when the loan period is finished), borrowers may take the item out again. Note that some items might only allow one user at a time, and not concurrent users.
Interlibrary loans
These may usually be renewed on application, but this may not always be possible, dependent on the loan period negotiated with the lending library.

f. Not for loan
Periodicals, reference books and rare books are not available for loan but may be used within the library.

g. Obligations
Borrowed items must be returned or renewed on or before the due date.

Fines will be imposed at the rate of 55¢ a day for overdue items (55¢ an hour for reserve items). Borrowing rights are suspended when fines exceed $10.00, until some of this amount is paid.

Damaged or lost items must be paid for.

h. Overdue notices
Overdue notices are delivered by email or post, or through internal pigeonholes.

Patrons are requested to notify the library of changes in postal or email address details.

i. Off-campus students
Off-campus students may request items from the library collection to be dispatched by post at no cost (5 items at one time). Return postage is the responsibility of the student.

Items should be returned in time to reach the library by the due date.

Off-campus students are encouraged to use e-books where available.

j. Recall
All loans issued are subject to recall at any time if circumstances warrant such action.

4. Access to electronic library resources
Those with full user rights are also entitled to access electronic resources, subject to publisher licence agreements.

Patrons using electronic collections must observe the usage conditions specified by the publisher or provided with the document.

5. Use of library computers
Users must comply with all ALC policies regarding acceptable use of Information and Communication Technology facilities.

Unaccompanied minors are not permitted to use the library facilities.

6. Photocopying, printing and recording
Patrons shall not use copying, printing or recording equipment in any manner that infringes the Copyright Act, 1968 (as amended), including the Digital Agenda Copyright Amendment, 2001. Notices indicating permissible actions are located with the relevant copying facilities. Users must comply with these legal requirements.

7. Conduct in the library
a. Behaviour
Use of the library is a privilege, and behaviour should be consistent with the ALC Code of Practice (see the ALC Handbook). Additionally, users of the library are requested to have consideration for other users, by using the designated collaboration area for this purpose, such as the area nearest the stairwell in the computer suite, and refraining from activities which may disturb those using designated quiet study areas, such as the upper floor, the Reference area and the computer suite.
b. **Using library resources**
   Library users may not remove items from the library except in accordance with the borrowing policy.

c. **Food and drink**
   Löhe Memorial Library permits the consumption of food and drink in the library, both during opening hours, and after hours for those using the 24 hour study zone, under the following the terms and conditions:
   - Library users may not bring hot food into the library.
   - Cold or snack food wrapped or in a closed container, and fruit may be brought and eaten in the library.
   - Spill-proof containers are to be used for all food and drink consumed in these areas.
   - All rubbish must be placed in bins provided and study spaces left in an hygienic condition and free of litter.
   - Any spills should be reported as soon as possible to library staff.
   - The delivery of food to library users from external suppliers (e.g. pizza) is not permitted.
   - All hot food must be eaten outside.
   - Refrigerators located in the library are for the use of library staff only. All other food is not to be stored in this facility.
   - The Senior Librarian is responsible for ensuring compliance with this policy through the Leadership Team.
   - Library staff are responsible for requesting members to comply with the policy.

d. **Smoking**
   Absolutely no smoking within the library is permitted. This also applies to the 24 hour study zone.

e. **Bags**
   Users of the library may bring bags into the library, but these may be subject to security inspections if required.

8. **Löhe Memorial Library 24 Hour Study Zone**

   a. **Using the 24 Hour Study Zone**
   Use of this area is strictly for study and research purposes only, and is subject to 24/7 CCTV monitoring.

<table>
<thead>
<tr>
<th>Conditions of use</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Who can access the study zone?</strong></td>
</tr>
<tr>
<td>Enrolled ALC students</td>
</tr>
<tr>
<td>Other registered users of the library who may apply to have their swipe card authorised at the Business Office.</td>
</tr>
<tr>
<td><strong>Where do users enter the study zone after hours?</strong></td>
</tr>
<tr>
<td>The study zone may be accessed via the rear entrance located in the courtyard behind the library.</td>
</tr>
<tr>
<td><strong>How do users access the study zone after hours?</strong></td>
</tr>
<tr>
<td>Users enter the study zone by swiping their student card at the rear entrance door.</td>
</tr>
<tr>
<td>Conditions of use</td>
</tr>
<tr>
<td>-------------------</td>
</tr>
</tbody>
</table>
|                   | • Access to this zone after hours requires the use of a security card (swipe access). Therefore, users will need to first leave the library at the close of business, prior to regaining access to the zone.  
|                   | • Prior to re-entry to the after hour’s zone, users will need to wait for library staff to close the library for the day.  |
|                   | What can I access after library hours?  |
|                   | • Group and individual study spaces  
|                   | • Computers  
|                   | • Photocopier and scanning facilities  
|                   | • Online library resources  
|                   | • The ALC wireless network  |
|                   | What security is there in the study zone?  |
|                   | • 24 hour monitored CCTV cameras  
|                   | • After hours emergency phone numbers  
|                   | • Emergency fire exit through the library  |
|                   | What are the conditions of use for the 24 hour zone?  |
|                   | Library users must not engage in any conduct that:  
|                   | • May impair the reasonable freedom of other persons to pursue their studies, research, duties or lawful activities in ALC  
|                   | • May impair the reasonable freedom of other persons to participate in the life of the ALC.  
|                   | • May cause damage to information resources, equipment, and furniture  
|                   | • Cause disturbance or inconvenience to others within the library building, e.g. users may not restrict access or use of the library by others by leaving personal belongings on library furniture.  
|                   | • May disturb other clients such as smoking, noise and any other inappropriate behaviour  
|                   | • May result in information resources, equipment including furniture being taken out of the library buildings unless they have been borrowed through the appropriate loans mechanism  
|                   | In the interest of ensuring the safety of anyone in the library building premises, users must:  
|                   | • Comply with any lawful direction from a library staff member  
|                   | • Leave the library immediately when requested to do so by a library staff member.  |