

8.1.R1 - INFORMATION SERVICES

Interpretation

1. In this regulation, unless a contrary intention appears—

‘**archives**’ means the University of Melbourne archives;

‘**Information Services**’ means the division of the University of Melbourne known as Information Services;

‘**library**’ means the collections of University-owned or -managed archive and library materials and services and the buildings or parts of buildings which house these materials and services and the library administration as determined from time to time by Council;

‘**library materials vote**’ means that sum of money allocated to Information Services for the purchase of library materials and services;

‘**library committee**’ means the committee established under section 4 of this regulation; and

‘**library rules**’ means the rules in force from time to time under section 5 of this regulation.

Information Services

2. Information Services is a division of the University established under Regulation 8.1.R12 which incorporates the library, the University’s information technology operations and multi-media services (formerly known as the Information Division and prior to that known as Information Technology Services and Multi-media Education Unit respectively).

Vice-principal (information)

3. The Council may appoint a suitably qualified person as vice-principal (information) who-
 - (a) is responsible to the Council for the affairs and management of Information Services;
 - (b) has full rights of attendance, discussion and debate in meetings of any faculty;
 - (c) on a regular basis, makes recommendations to the library committee in relation to plans and budgets for the development of library services; and
 - (d) not later than the end of May in each year, submits to the Council a report on the affairs of Information Services during the previous year, having first presented the report to the library committee for discussion and comment.

Library Committee

4. (1) The Academic Board must establish a library committee which-
 - (a) recommends to the Academic Board policies with respect to the organisation and development of information services, resources and strategies in support of teaching and research in relation to both the University and other bodies with which it has agreements;
 - (b) advises the vice-principal (information) on matters of library policy relating to user services and library resources and approves changes to policy governing conduct in and the use of the library;
 - (c) advises on library budget submissions to the vice-chancellor for the organisation, resources and services of the library;
 - (d) approves the annual library materials vote to faculties;
 - (e) reports annually to Academic Board on the strategic plan of the library and oversees the implementation of that plan;
 - (f) receives reports and advice referred to library committee by library users’ committees and other advisory groups including those relating to the University of Melbourne archives and the Grainger Museum; and
 - (g) monitors the quality of library services and resources and ensures these are appropriate to academic programs.
- (2) The library committee will be chaired by the president of the Academic Board or the president’s nominee.

Rules

5. (1) On the recommendation of the Academic Board, the Council may make rules by regulation governing conduct in, and use of, the services and facilities of Information Services.

- (2) The library rules in force at the date of making this regulation remain in force until such time as the Council, on the recommendation of the Academic Board, revokes or amends them.

Archives

6. The archives is responsible for the University's own historical records and is also a national collecting archive which develops, preserves, exhibits and provides access to its collections in support of the University's teaching and research programs and community development agenda.

University archivist

7. The university archivist-
 - (a) is responsible for the management of the archives; and
 - (b) reports to the vice-principal (information) or nominee and the library committee on the affairs of the archives.

Archives Advisory Board

8. (1) The Academic Board must establish an archives advisory board which-
 - (a) advises the library committee and the archives on strategic and policy issues;
 - (b) assists as a strategic partner to the archives in the pursuit of its objectives, including external funding; and
 - (c) represents the archives and promotes its interests as appropriate.
- (2) The archives advisory board is constituted as follows-
 - (a) the university secretary (or nominee);
 - (b) the university archivist;
 - (c) the vice-principal (information) (or nominee); and
 - (d) in consultation with the university archivist, up to three members representing academic staff and up to six members representing external user groups, depositor peak bodies and other relevant interests.
- (3) Members' terms of appointment will be for three years, with a maximum of two terms.

Use of the facilities and services under the management of Information Services

- 9 (1) The facilities and services of Information Services are available for use by all members of the University subject to their compliance with University statutes, regulations and standing resolutions and relevant rules including the library rules.
- (2) The vice-principal (information) may permit any person who is not a member of the University to use the facilities and services of Information Services under conditions determined by the vice-principal (information) including that the person undertakes in writing to observe the relevant rules including the library rules.