

**REGULATION 8.1.R6
UNDER STATUTE 8.1**

8.1.R6 - LIBRARY RULES

1. ADMISSION

Admission to the University of Melbourne Library, as defined pursuant to Regulation 8.1.R1, is open to members of the University, and to such other persons as may be admitted by the University Librarian and who undertake to comply with the Rules governing the conduct and use of the University of Melbourne Library.

2. HOURS OF OPENING

The hours of opening of any site or service point of the University of Melbourne Library are those determined by the Libraries Committee on the advice of the University Librarian. These will be available from service points.

3. THE USE OF THE LIBRARY

- (1) Persons carrying books, bags and other materials may be required to submit them for inspection by a member of the University of Melbourne Library staff when leaving the University of Melbourne Library.
- (2) Any books or other materials on Open Access may be removed from the shelves for use in the University of Melbourne Library by a person entitled to such access without reference to University of Melbourne Library staff.
- (3) Materials in closed access collections are available for use within the University of Melbourne Library under conditions determined from time to time by the University Librarian.
- (4) Persons are permitted to use their own books and materials in the Library.

4. BORROWING - GENERAL

- (1) Subject to these Rules-
 - (a) Library books and materials, approved for loan, may be borrowed by any member of the University.
 - (b) The University Librarian may permit other persons to borrow books and materials approved for loan if they undertake to observe the rules.
 - (c) A borrowing fee may be charged to persons who are not members of the University and who are not entitled to borrowing privileges through any formal agreement approved by the Libraries Committee. The fee structure is that prescribed from time to time by the Libraries Committee on the advice of the University Librarian.
- (2) A student must produce his/her official Student Card which gives evidence of enrolment. Other persons must produce such evidence of their entitlement to borrow as the University Librarian may require from time to time.
- (3) The times for borrowing are those determined from time to time by the University Librarian.
- (4) Any loan of books or other materials must be recorded at the relevant service point and the materials returned to the service point relevant to those books or materials.
- (5) Books or other materials on loan to a borrower remain the responsibility of the borrower until returned to the appropriate service point.

5. BORROWING RULES

(1) Period of Borrowing and quantity of items which may be borrowed

Persons may borrow items from the University of Melbourne Library for a period determined from time to time by the Libraries Committee on the advice of the University Librarian.

The number of items a person may borrow from the University of Melbourne Library will be that number determined from time to time by the Libraries Committee on the advice of the University Librarian.

Books are due for return on the due date unless that is a day on which the University of Melbourne Library is closed. In this case books must be returned on the next day on which the University of Melbourne Library is open.

A loan for a period exceeding the permitted period may be made at the discretion of the University Librarian or a member of the University of Melbourne Library staff so authorised by the University Librarian.

(2) The 'due date' means the date and time at which the book or item of material is due for return in accordance with these Rules and includes the date and time to which the loan of any book or item of material has been renewed.

(3) High Demand Items

The University Librarian or a member of staff authorised by the University Librarian may designate items as being in high demand. Such items may be designated for use only within the library. High demand items may not be renewed.

(4) Urgent Recall

The University Librarian or a member of the Library staff so authorised by the University Librarian may at any time require that books or materials on loan be returned to the University of Melbourne Library immediately.

(5) Overdue Books and Materials

(a) Suspension of Borrowing Rights

A person is not permitted to borrow any book or material otherwise available for loan if the person has not returned an overdue book or material to the University of Melbourne library, and/or the person has not paid charges payable as required by these rules to the University of Melbourne library.

For the purpose of this section a book or other material is deemed to have been returned when the loan record has been deleted by an authorised member of the University of Melbourne Library staff.

(b) The library will levy overdue charges for items not returned by the due date and fees for the replacement of lost items in accordance with procedures and scales of fees agreed to from time to time by the Libraries Committee on the recommendation of the University Librarian.

6. RESTRICTIONS ON BORROWING

Reference books, maps and materials in closed collections are available for loan only with the express written authority of the University Librarian or a member of the University of Melbourne Library staff so authorised by the University Librarian.

7. RESEARCH FACILITIES

- (1) Research studies and carrels are available only to staff, graduate students and visiting scholars who are engaged in a project requiring materials belonging to the University of Melbourne Library for use over an extended period. Applications by graduate students for the use of research facilities must be supported by the head of a University department.
- (2) No book or other material belonging to the University of Melbourne Library may be retained in a study or carrel for more than one day unless properly recorded at the relevant service point.

Library staff authorised by the University Librarian may examine studies or carrels from time to time for books and materials which may not have been recorded at the relevant service point.

8. GENERAL RULES

- (1) University of Melbourne Library books, other materials, fixtures and fittings must not be marked, erased, mutilated or otherwise damaged. Any person using University of Melbourne Library materials is liable for any loss of or damage to those materials which takes place while they are in his/her possession. He/she must report the matter at once and may be required to reimburse the University of Melbourne Library the cost of repair or replacement. In their own interests, therefore, all persons using University of Melbourne Library materials should inspect them before use and report any damage immediately to a member of the University Library staff. No person may remove a book or other material from the University of Melbourne Library unless the book or other material has been recorded at the relevant service point.
- (2) Noise or disturbance is not permitted anywhere in the University of Melbourne Library and those using reading areas are required to refrain from conversation and other activities which are likely to disturb other users.
- (3) Seats in open reading areas may not be reserved.
- (4) No space within the University of Melbourne Library may be used for any kind of sale, advertisement, or exhibition without the authority of the University Librarian or a member of the University of Melbourne Library staff so authorised by the University Librarian.
- (5) No organised assembly of persons within the University Library is permitted without the authority of the University Librarian or a member of the University of Melbourne Library staff authorised by the University Librarian.
- (6) Within or adjacent to the University of Melbourne Library loitering or obstruction of traffic in aisles, passages and lifts and on staircases is not permitted.
- (7) Students and visitors to the University of Melbourne Library are not permitted in areas reserved for University of Melbourne Library staff.
- (8) No user of material classified by the University Librarian as rare or original material and housed in, or controlled from, the area in the University of Melbourne Library known as the Special Collections Reading Room is to use any writing material other than lead pencil when transcribing from such rare or original material.
- (9) No unauthorised person is permitted to alter the arrangement of books, and other stored materials, card files, furniture, fittings or equipment.
- (10) Care must be exercised by all persons using the University of Melbourne Library to avoid damage to any part of the building, its furniture and equipment. Any person who is negligent in this regard may be liable to disciplinary action.

- (11) Skateboards, rollerblades and similar articles are not permitted in the University of Melbourne Library.
- (12) Smoking is not permitted in the University of Melbourne Library.
- (13) No food or drink is permitted in the University of Melbourne Library.
- (14) Waste paper and other litter may be deposited only in the receptacles provided.
- (15) With the exception of guide dogs, animals are not permitted in the University of Melbourne Library.

9. ADMINISTRATION OF THE RULES

- (1) The University Librarian is responsible for maintaining good order and discipline in the University of Melbourne Library and the observance of these Rules.
- (2) The University Librarian or any member of the University of Melbourne Library staff so authorised by the University Librarian may exercise any or all of the following powers-
 - (a) to close the University of Melbourne Library or any part thereof.
 - (b) to exclude a person from the University of Melbourne Library or any part thereof.
 - (c) to withdraw borrowing or other privilege from any person who has failed to observe these Rules.
 - (d) to require any person to identify himself/herself before admitting the person to the University of Melbourne Library.
 - (e) to ask for, and obtain, the name and address of any person in the University of Melbourne Library or using University of Melbourne Library facilities.
 - (f) to recover University of Melbourne Library materials from any person.
 - (g) in his or her discretion to remit all or part of the charges in respect of a lost book or item of material when an explanation which is satisfactory to the University Librarian is offered and accepted or the loss is reported within the prescribed period.
 - (h) to require any person found in possession of University of Melbourne Library material at the exit control, which material has not been recorded as a loan at the relevant service point, to provide proof of his or her identity and an explanation of why the material has not been recorded as a loan at the relevant service point.
- (3) The powers in paragraph (2) above, are vested in the University Librarian and members of the University of Melbourne Library staff authorised by the University Librarian to ensure-
 - (a) good order in the University of Melbourne Library, in particular to protect materials and persons from harm, and
 - (b) that these Rules are obeyed.

These powers are supplemental to the powers of the University Librarian under paragraph (b) of sub-section (4) of Section 2 of Statute 13.1 (see note [i] below) and any other provisions concerning discipline contained in the statutes of the University.

- (4) If any person authorised by the University Librarian exercises any of the powers conferred under paragraph (2) above he or she must report such action and the circumstances in which it was taken to the University Librarian as soon as possible.

- (5) Any person aggrieved by any decision of a member of the University of Melbourne Library staff under part of these Rules has the right to be heard by the University Librarian who may sustain, alter or vary such decision.
- (6) Where any charges incurred under these rules are not paid to the University Librarian or a member of University of Melbourne Library staff so authorised by the University Librarian at the time they become due for payment the provisions of Statute 10.1.14 apply (see note [ii] below).
- (7) Where any person detained at exit control fails to provide proof of identity or an explanation satisfactory to the University Librarian or a member of University of Melbourne Library staff so authorised by the University Librarian, the University Librarian or member of University of Melbourne Library staff so authorised may, in addition to exercising the powers set out in paragraph (2) above-
 - (a) in the case of a person identified as a student or member of staff of the University arrange to take such action as is appropriate under the statutes and regulations of the University concerning breaches of discipline or misconduct by students or members of staff of the University;
 - (b) in all other cases refer the matter to the senior vice-principal for such action as he or she may deem appropriate.

- NOTE :**
- [i] Under Statute 13.1 the University Librarian may impose on a student a fine of up to \$200.00 which is payable in addition to and not in substitution for any charges which may be payable under these Rules. Where the fine is imposed in respect of any act or omission relating to outstanding charges owed by a student borrower under these Rules the fine will not be accepted in expiation of that act or omission until the charges have been paid.
 - [ii] Statute 10.1.14 provides inter alia that-
 - ‘(1) Unless the Vice-Chancellor or the University secretary in a particular case directs otherwise, a person who has not paid all fees or charges owing by the person to the University is not entitled to-
 - (a) enrol; or
 - (b) receive any results of assessment; or
 - (c) graduate or receive a diploma in the University; or
 - (d) receive a certificate of academic record.’

[Reg. substituted 1/9/97, s. 9(7)(b) am. 3/5/99, effective 1/7/99, s. 9(7)(b) am. 3/3/03.]

APPENDIX 1

[Revoked 15/12/03.]

APPENDIX II

ACCESS AND REPOSITORY RULES RELATING TO ARCHIVES

1. ACCESS RULES

(1) Archival Collections

- (a) University policy is that subject to the conditions stipulated below, access to collections held by Archives ('archival collections') will be generally available for research, including use by the general public and depositors or their nominees, in keeping with Archives' role to develop, preserve, exhibit and provide access to its archival collections in support of the University's teaching and research programs and community development agenda.
- (b) The collection, access to, use and disclosure of personal information and health information and the accuracy, security and data quality of such information must be in accordance with the University's privacy policy.
- (c) No person is to obtain access to Archives before completing and signing an access form showing: name, address, occupation, subject of enquiry, material made available, date of access, authority for access (where applicable) and an undertaking to fulfil requirements of the access rules.
- (d) Information from the archival collections is to be used only for the purpose specified when access is sought.
- (e) In all cases where material is written from the archival collections, acknowledgment must be made by reference to the University of Melbourne Archives and to the name of the particular collection used.

(2) University Records

- (a) Before access is allowed to records thirty or more years old created by a particular University department, the approval of the archivist must be obtained following consultation, as he deems appropriate with the relevant head of department.
- (b) Where University records are to be used, and these records are not yet thirty years old, the university secretary must provide the archivist with written authority before access is granted.
- (c) Prior to publication or submission for examination all material written from University records not yet thirty years old is to be submitted to the university secretary for review.
- (d) Where a major portion of the work is based on University records, a copy of the work must be lodged with Archives to form a collection of such works. Use of this collection is governed by normal copyright conditions.

(3) Other Records

- (a) For non-University records held by Archives, conditions of access are to be in accordance with the conditions agreed to with depositors of such records. The University has often entered into a legal agreement with transferors of these records. Details of any special conditions in relation to a particular collection are available from the archivist.

- (b) Where a major portion of the work is based on non-University records held by Archives, a copy of the work must be lodged with Archives to form a collection of such works. Use of this collection is governed by normal copyright conditions.

2. REPOSITORY RULES

- (1) There is to be no open-shelf access. Records must be stored in locked rooms and brought to the user on request.
- (2) Users must work under supervision.
- (3) Records must be handled with care and must not be marked.
- (4) All reasonable steps must be taken to prevent theft of and damage to records issued for use by researchers.
- (5) Records must not be removed from Archives for use elsewhere other than by Archives staff for purposes such as specialised photocopying or P display. Records may also be removed for use, by such depositors as require their records for current working and business purposes.
- (6) Where copies of records from archival collections are provided, those copies must be endorsed 'From an original in the University of Melbourne Archives. Not to be reproduced without permission'.

The Archivist must maintain a record of all persons obtaining access to archival collections.

[am. 3/5/99, effective 1/7/99, Appendix II subst. 11/8/03, Appendix I revoked 15/12/03.]