

Library Policy

Section 1 - Purpose and Scope

- (1) This policy supports the effective management and use of the University's library services and Scholarly Collections.
- (2) The University of New England provides access to high-quality library services and scholarly resources to support the learning, teaching, and research activities of its community.
- (3) This policy applies to all UNE Representatives, students, and other eligible users of the University's Library services and resources. Within this policy:
- a. Part A - states the principles of this policy;
 - b. Part B - outlines Library access, membership, and borrowing conditions;
 - c. Part C - defines user conduct and responsibilities; and
 - d. Part D - governs the management of the Library's Scholarly Collection.
- (4) This policy does not apply to the Library's Special Collections, which are governed by the [University Collections Policy](#), [Advancement Rule](#), and the [State Records Act 1998](#). Out of scope collections include:
- a. research outputs collected in RUNE;
 - b. UNE Archives & Heritage Centre collections;
 - c. the UNE Art Collection; and
 - d. Special Collections held within the Dixon Library (e.g. Rare Books Collection).

Part A - Policy principles

- (5) The primary principle of the University Library is to support the University's mission by providing high-quality scholarly resources and services that enable excellence in learning, teaching, and research.
- (6) The Library is committed to providing equitable access to its collections and physical spaces for the University community and the general public, in accordance with the conditions outlined in this policy.
- (7) The Library's Scholarly Collection is managed as a strategic University asset. Its development and maintenance are guided by the principles of:
- a. Relevance - Ensuring the Scholarly Collection meets the current and emerging academic needs of the University.
 - b. Stewardship - Managing University funds and resources responsibly, with a digital-first acquisition strategy to maximise access and value.
 - c. Currency - Actively maintaining the Scholarly Collection to ensure it remains up-to-date and fit for purpose.

- (8) The Library is a shared resource and a place for individual and collaborative study. All users have a right to a safe, inclusive, and respectful environment, and a corresponding responsibility to conduct themselves in a manner that

respects the needs of other users and preserves Library resources.

Part B - Library access, membership and borrowing conditions

(9) All enrolled students, Higher Degree Research (HDR) candidates, and representatives of the University are automatically members of the Library.

- a. HDR candidates will retain membership and access privileges for six months after the conclusion of their candidature.

(10) Access to the Library's online resources (such as databases and electronic journals) is restricted to current UNE students and representatives (including adjunct staff and affiliates). Usage of these resources is governed by the terms of service of each provider.

(11) The following external parties are eligible to apply for membership to borrow physical resources:

- a. Community members; and
- b. Students and University Representatives of other universities participating in the University Libraries of Australia and New Zealand (ULANZ) reciprocal borrowing program.

(12) Any person may enter and use the Library's physical spaces during opening hours without being a member.

- a. The Director Library Services and University Librarian may require people under the age of 16 to be accompanied by a responsible adult.
- b. Library staff may require any person in the Library to present a UNE identification card or other photographic identification to verify their identity.

Borrowing Conditions and Responsibilities

(13) To borrow physical resources, members must present a valid UNE identification card or other approved photographic identification.

(14) Members are responsible for the care of all borrowed resources, including items obtained through inter-library loan, until they are returned to the Library.

(15) All borrowed resources must be returned to the Library by the due date.

(16) Resources that have been recalled by the Library must be returned by the new due date notified to the borrower of that item.

Overdue Items, Fines, and Penalties

(17) Borrowing privileges will be suspended if a member has overdue resources or has outstanding fines greater than \$20.

(18) Members will be charged for lost or damaged resources. The charge will be the full replacement cost of the item plus a non-refundable \$20 administration fee.

- a. For items borrowed from another library that are lost or damaged, the member will be charged the replacement and administration costs determined by the lending library.

(19) The University may refuse to:

- a. issue a student's Academic Record (Transcript); or
- b. permit a student to graduate until all outstanding Library fines and fees have been paid in full, unless otherwise required by law.

Part C - User conduct and responsibilities

General Conduct and Use of Facilities

(20) All Library users are expected to be considerate of the comfort, safety, and convenience of others.

(21) Entry to the Library indicates a user's acceptance of this policy and their agreement to comply with all relevant University rules and policies.

(22) Users must comply with the following specific conditions:

- a. Eating and drinking are not permitted in areas designated as 'no food or drink' zones.
- b. Users must be respectful of others in designated quiet and silent study areas by not making unnecessary noise (e.g., conversations, phone calls).
- c. Cameras and other audiovisual recording equipment must not be used in the Library without the approval of the Director Library Services and University Librarian.
- d. Notices, advertising, or other materials may only be displayed or distributed with the approval of the Director Library Services and University Librarian.
- e. Users must not deface, damage, or destroy books or any other Library property.
- f. Users must not interfere with the personal belongings of other Library users.

(23) The use of Library computers and other electronic facilities is subject to the [Information and Communication Technology Facilities and Services Rule](#).

Consequences of Misconduct

(24) Any person whose conduct does not comply with this policy or otherwise interferes with the proper use and enjoyment of the Library by others may face penalties.

(25) At the discretion of Library staff, a user who fails to comply with this policy may be:

- a. asked to leave the Library;
- b. denied future access to the Library for a specified period; and/or
- c. have their borrowing privileges suspended or revoked.

(26) Misconduct by a student will be managed in accordance with the [Student Conduct Rule](#).

Part D - Management of the Library's Scholarly Collection

Resource Acquisition

(27) The Library acquires and subscribes to scholarly resources to support the University's learning, teaching, and research activities.

(28) The Library's acquisition strategy is digital-first, to maximise access and value for the University community.

- a. Physical resources will only be acquired where an electronic version is unavailable or has restrictive access conditions.

- b. Resources in formats at risk of obsolescence will not be acquired.
- c. Duplicate copies of an item will not be purchased, unless a digital copy is replacing a physical one.

(29) The Library aims to provide access to all required course resources, subject to copyright, licensing, and equitable access for all students.

- a. Resources that restrict access to a small number of concurrent users may not be acquired.
- b. Where a resource is excessively priced, the Library may seek additional funding from the requesting School or University Representative.

(30) Donations of physical or digital materials are accepted only if they are relevant to current teaching or research and meet the criteria outlined in this policy.

- a. Donations will generally be accepted if the item is:
 - i. Authored by a University Representative, student, or alumnus; or
 - ii. A prescribed or recommended resource for a current unit of study.
- b. Donations will not be accepted if they are:
 - i. Duplicates of existing items in the Scholarly Collection;
 - ii. Superseded by a later edition;
 - iii. In poor physical condition;
 - iv. More than three years old (unless they meet other acceptance criteria); or
 - v. Offered with restrictions on their use or future disposal.
- c. All accepted donations become the property of the University of New England and will be managed in accordance with this policy without further reference to the donor.

Scholarly Collection Maintenance and Deselection

(31) The Scholarly Collection is actively maintained to ensure it remains current, relevant, and supports the University's academic activities.

(32) An item will be retained in the Scholarly Collection if it is identified as:

- a. the last known copy in Australia (last national copy);
- b. authored by a UNE-affiliated person; or
- c. core to the Scholarly Collection for a specific discipline.

(33) An item may be identified for deselection if it:

- a. is a duplicate copy of the same item;
- b. has been superseded by a newer edition;
- c. is a physical item that can be replaced by a digital version;
- d. is in a format that is obsolete or no longer supported; or
- e. is more than ten (10) years old and has not been used in the past four (4) years, subject to consideration of discipline-specific teaching and research needs; or
- f. is damaged or worn out, or contain significantly outdated content.

(34) Prior to deselection under clause 33(e), the Library will consider the relevance of the item to current or anticipated teaching, research and disciplinary practice, and may consult with relevant academic staff where appropriate.

(35) Items identified for deselection under clause 33 will be considered for disposal in a sequence designed to balance internal and external opportunities, relevance and operational efficiency:

- a. offer first to another library, academic institution or recognised collection agency;
- b. offer to the relevant UNE School or discipline for potential teaching, research, or reference use;
- c. offer to community or fundraising groups where appropriate;
- d. offer to UNE students and UNE Representative; then
- e. discard, particularly in cases where the item is damaged, obsolete or cannot be reused or transferred.

(36) The Library retains discretion to adjust the disposal sequence in exceptional circumstances (e.g. urgent space requirements, health/safety risks or items unsuitable for donation), provided that all offers are made where reasonable and documented.

Section 2 - Authority and Compliance

Authority

(37) The Vice-Chancellor and Chief Executive Officer pursuant to Section 29 of the [University of New England Act 1993](#), makes this University policy.

(38) All University Representatives and other Library users must observe this Policy. The Library can provide guidance on matters covered by this Policy.

(39) The Director Library Services and University Librarian, as the Policy Steward, is authorised to make procedures and processes for the effective implementation and operation of this policy, and to publish associated documents that will assist with compliance.

Compliance

(40) This policy is consistent with relevant legislation, including but not limited to:

- a. [Copyright Act 1968](#) (Cth); and
- b. [State Records Act 1998](#) (NSW).

(41) This policy operates as and from the Effective Date.

(42) Notwithstanding the other provisions of this policy, the Vice-Chancellor and Chief Executive Officer (VC&CEO) may approve an exception to this Policy where the VC&CEO determines the application of this Policy would otherwise lead to an unfair, unreasonable or absurd outcome. Approvals by the VC&CEO under this clause must:

- a. be documented in writing;
- b. state the reason for the exception; and
- c. be registered in the approved UNE electronic Records Management System (RMS) in accordance with the Records Management Rule.

Table 1: Summary of Compliance Roles and Responsibilities

Role	Responsibility
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Role	Responsibility
Director Library Services and University Librarian	Act as the Policy Steward, overseeing the implementation and effectiveness of this policy. Make operational decisions as required under this policy.
Library Staff	Implement the policy's provisions, including managing membership, enforcing borrowing conditions and user conduct, and assisting users.
Library Users (students, staff and community members)	Understand and comply with their responsibilities regarding borrowing, conduct, and the use of Library resources as outlined in this policy.

Section 3 - Quality Assurance

(43) The Director Library Services and University Librarian will regularly monitor and report to the relevant Deputy Vice-Chancellor on the operation and effectiveness of this Policy.

(44) The Director Library Services and University Librarian will be required to provide an annual attestation to the Audit and Risk Committee on compliance with the Policy, and to report breaches of the Policy in accordance with the [Compliance Rule](#) and [Compliance Procedures](#).

Table 2: Quality Assurance Measures

QA Measures	QA Body and Reporting
Analysis of borrowing statistics, including loan data, overdue rates, and fines.	Monitored by the Library and reported annually to the Director Library Services and University Librarian.
Review of Scholarly Collection usage statistics, including database access, electronic resource usage, and physical loans to ensure Scholarly Collection relevance.	Monitored by the Library and reported annually to the Director Library Services and University Librarian.
Monitoring of user feedback, complaints, and reported incidents of misconduct.	Monitored by the Library and reported annually to the Director Library Services and University Librarian.

Section 4 - Definitions specific to this policy

For the purposes of this document the following definitions apply:

(45) Community Member – A person who is a resident of the New England region and is not a current student or University Representative.

(46) Deselection – The formal process of evaluating and removing items from the Scholarly Collection to maintain its relevance, currency, and condition. Also known as 'weeding'.

(47) HDR Candidate – A Higher Degree Research candidate enrolled at the University.

(48) Last national copy – An item identified as the last known physical copy held in an Australian library, as recorded in the Australian National Bibliographic Database (Libraries Australia).

(49) Library – Means the Dixon Library and the Law Library.

(50) Library Resources – Includes print and electronic books and journals, databases, audio-visual items, electronic equipment, computer hardware, software, furniture, and room fittings.

- (51) Scholarly Collection – The curated collection of print and electronic resources acquired by the Library to directly support the learning, teaching, and research activities of the University. This does not include Special Collections.
- (52) ULANZ – University Libraries of Australia and New Zealand. A reciprocal borrowing program that allows students and staff from member universities to borrow from other participating libraries.
- (53) University Representative – A person who is a member of the University Council, a staff member (whether permanent, fixed-term or casual), a person holding an adjunct, conjoint, clinical or visiting appointment, a consultant, contractor or a volunteer.

Status and Details

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Effective Date	4th May 2026
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Unit Head	Ben Gooley Director Library Services and University Librarian 02 6773 2071
Enquiries Contact	Ben Gooley Director Library Services and University Librarian 02 6773 2071 <hr/> Library Services +61 2 6773 2458

Glossary Terms and Definitions

"Student" - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

"HDR Candidate" - Means a Higher Degree Research student.

"University Representative" - means a University staff member, contractor, agent, affiliate, residential staff member, UNE Council member, Council committee member, employee of a controlled entity, director of a controlled entity and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations, affiliated organisations and other bodies falling into one or more of these categories.