

**UNSW LIBRARY RULES**  
**ACADEMIC BOARD MEETING 2 DECEMBER 2003**  
**RESOLVED AB03/90**

That the Academic Board approves the revised UNSW Library Rules, as detailed in the document presented. (File: 941482)

### UNSW Library Rules

UNSW Library facilities are provided in support of the educational, research and administrative activities of the University. The Library also participates in the information networks which support the activities of the wider scholarly community.

The following rules, which have been approved by the Vice-Chancellor, are issued on the basis that staff, students and visitors at The University of New South Wales are responsible for ensuring that their use of Library facilities is ethical and lawful and that their actions are not detrimental to the rights and property of others.

Using any UNSW Library facility, a user agrees to abide by the rules laid down for use of the UNSW Library which are consistent in all respects with the Student Misconduct Rules and the staff Code of Conduct of The University of New South Wales.

### **Section 1 – Authorised users**

#### Library members

- a) Members of the University Council, all members of staff and all students of The University of New South Wales are registered as UNSW Library members.
- b) Other people may be registered as UNSW Library members under conditions determined by the University Librarian.

#### Access

- c) All Library members and visitors to the campus have access to designated public areas within the Library building/s and to the facilities and collections in these public areas
- d) Library members defined in Section 1(a) have access to the Library's subscribed electronic resources. Some Library members defined in Section 1(b) may have access to the Library's subscribed electronic resources depending on the conditions of their membership.

- e) Library members and visitors may be asked to show relevant identification when using Library facilities and may be required to authenticate when using Library electronic resources.
- f) Use of other users' accounts, or gaining access to Library resources under false pretences, is prohibited. Members and visitors are also prohibited from helping unauthorised users gain access to resources.

## **Section 2 – Conduct in the Library and conditions of use**

- a) Library members and visitors must respect other library users at all times and not participate in any unseemly behaviour or conduct likely to interfere with the comfort or convenience of others, in accordance with the UNSW Code of Conduct (<http://www.hr.unsw.edu.au/poldoc/codecond.htm>) and UNSW Student Misconduct Rules ([http://www.student.unsw.edu.au/academiclife/assessment/student\\_misconduct\\_rules.shtml](http://www.student.unsw.edu.au/academiclife/assessment/student_misconduct_rules.shtml))
- b) To ensure the best possible conditions for study, the UNSW Library has two (2) types of study areas:
  - ◆ Silent study areas, where no noise is permitted.
  - ◆ Quiet study areas, where quiet conversation is permitted. Mobile phones are permitted in quiet study areas, provided that the ring tone is set to silent.
- c) The Library should be a safe and healthy environment for all users.
  - ◆ Smoking is not permitted in the Library.
  - ◆ Bottled water is permitted throughout the Library.
  - ◆ Eating (cold food) and drinking (bottles or cups with lids) is permitted in designated areas.
  - ◆ Users should ensure that the library is kept clean and tidy, and that they dispose of any litter in the bins provided
- d) Library members and visitors must not misuse library furniture and fittings.
- e) Library members and visitors must adhere to the Copyright Act (<http://www.copyright.unsw.edu.au/>) at all times.
- f) Public study areas of the Library are available for all Library users, and cannot be reserved. Designated areas such as computers, computer laboratories and seminar rooms may be booked at the discretion of the University Librarian.
- g) UNSW Library reserves the right to check bags, folders or other belongings of Library members and visitors.
- h) UNSW Library members have priority for all Library services and facilities.
- i) Displaying posters and notices is allowed in designated areas of the Library at the discretion of the University Librarian. Prior authorization must be obtained.
- j) Library members and visitors must leave the UNSW Library when requested at closing time and during emergency evacuations; and whenever directed to do so by Library staff, authorized UNSW or Emergency Services personnel.

### ***Section 3 – Lending Library items & conditions of loans***

- a) Depending on membership category, Library members may borrow selected Library items.
- b) It is the responsibility of the borrower to return Library items undamaged to the Library by the due date and time (including recalled items).
- c) The Library will communicate with UNSW staff and students via Unimail accounts. It is the responsibility of the borrower to read their Unimail accounts regularly. And to check their "Borrower Information" record on the LRD (Library Resource Database) regularly.
- d) All Library items must be loaned before being removed from the Library.
- e) Items cannot be borrowed in anyone's name but that of the borrower except at the written request of another borrower.
- f) Library items must not be defaced, mutilated or damaged in any way.
- g) The University Librarian retains the discretion to lend, or refuse to lend, any item at any time.
- h) Despite any conditions of loan set out in Library publications, the University Librarian may vary the loan period for any item at any time.
- i) Loan periods are specified on the Library website. It is the responsibility of Library members to familiarise themselves with all borrowing information on the Library website and adhere to loan periods and conditions.

### ***Section 4 – Use of Library computers & electronic resources***

- a) Library computers are for the use of Library members and visitors to the campus. These resources are provided to support the research, educational and administration purposes of the University.
- b) The use of Library resources takes priority on all Library computers.
- c) Time limits apply on Library computers. During peak periods these will be enforced.
- d) Most of the electronic resource provided by UNSW Library are subject to licence agreements and copyright restrictions. Individual users are personally responsible for ensuring that their use of these resources complies with all relevant legislation and agreements.
- e) Users must not prepare, store, display or transmit racist, pornographic or other offensive material.

- f) Deliberately or negligently interfering with the operation or performance of computers by physically damaging or adjusting the equipment is prohibited.
- g) The deletion, addition or modification of files relevant to the system's operation, including the introduction of viruses or other software components, is also prohibited.
- h) Library computers may not be used for commercial purposes.
- i) Users of Library computers must comply with the following University-wide policies and conditions of use:
  - a. **Rules Relating to Student Use of Computing and Electronic Communications Facilities**  
(<http://www.infonet.unsw.edu.au/poldoc/rulcomp.htm>)
  - b. **Email Policy** (<http://www.infonet.unsw.edu.au/poldoc/email.htm>)

## Section 5 – Schedule of penalties

The schedule below outlines the maximum fines and penalties that may be imposed by the University Librarian for certain offences by Library users.

<b>Offence</b>	<b>Fine</b>
Theft or attempted theft of Library items, equipment, furniture or furnishings	\$700 + replacement cost
Defacing, mutilating or damaging Library items, equipment, furniture or furnishing. Or wilfully altering or destroying identification marks relating to the ownership or location of Library items, equipment, furniture or furnishings	\$700 + replacement cost
Obtaining or using a Library card or photocopying/printing card under false pretences	\$700
Smoking in Library buildings (including stairwells and decks)	\$350
Eating or drinking in Library buildings (other than in designated areas)	\$350
Behaviour which adversely impacts on other individuals' use or access to Library facilities and resources	\$350

With all offences listed above, examination results and student administration records will be blocked for UNSW students until such time as the fine is paid and the matter is resolved satisfactorily as deemed by the University Librarian.

Offences may be referred to UNSW Security and NSW Police who may take further action beyond the penalties listed above.

<b>Offence</b>	<b>Fine</b>
Transgression of general loan conditions	Fines apply – see Borrowing Information on Library website