

# Library Resource Access Policy

Navitas Professional Institute

## Document

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<b>Policy Owner</b>	Senior Manager, Library Services		
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## Version Control

Issue Date:	Summary of Changes	Review Date
08 February 2016	Policy established	March 2015

# Library Resource Access Policy

## 1. Purpose and Scope

Navitas Professional Institute (NPI) is committed to providing access to appropriate library resources, physical and electronic, recognising they are essential to supporting student learning outcomes, facilitating the development of student competencies and graduate attributes, and to supporting a culture of scholarship among students, teachers and staff.

This policy outlines the framework by which physical and electronic resources are accessed by students, teachers and staff.

This policy applies to Schools and Colleges within NPI.

## 2. Policy

NPI is committed to providing access to print and electronic library resources on the basis of equity regardless of location or mode of study.

## 3. Principles

The following principles provide the framework for library resource access:

- a) Access rules to library resources, including Interlibrary Loan and Document Delivery, are determined by the Senior Manager, Library Services or delegate according to the schedule of loan rules in attachment 1.
- b) Access rules are reviewed periodically.
- c) Access rules include fines and fees for overdue and non-returned items.
- d) Access to library resources is facilitated by suitably qualified staff and through appropriate technologies and systems.
- e) The library supports client use of library resources through information skills training and reference services.
- f) Electronic resources are subject to licenses that govern access and use. Clients may search, view, browse and print or download excerpts only in accordance with licence provisions and copyright legislation.
- g) In providing access to resources, the library supports the Australian Library and Information Association's (ALIA) *Statement on Free Access to Information* and the International Federation of Library Associations and Institutions (IFLA) *Statement on Libraries and Intellectual Freedom*.

## 4. Client Groups

The library provides resource access to the following client groups. Services and access conditions vary according to license arrangements and copyright legislation.

- a) Students, teachers and staff of NPI.
- b) Students, teachers and staff at other Navitas Business Units on the basis of service level agreements.
- c) Alumni of NPI.
- d) Students and staff from institutions with which the library has reciprocal arrangements.
- e) Other libraries through Interlibrary Loan and Document Delivery services.

## 5. Responsibilities

The **Senior Manager, Library Services** is accountable for implementation of this policy.

**Library staff** are responsible for being aware of, and complying with this policy.

## 6. Definitions

**Institution (the)/College (the)** means the Navitas Professional Institute and its colleges (see registration information below).

**International student/ Overseas student** means a student required to hold a student visa for study in Australia.

**Library staff** refers to permanent and casual employees in charge of or assisting in the Navitas Professional Institute's and its colleges' library.

## 7. Review

This document is reviewed at least every 5 years by the relevant manager to ensure alignment to appropriate strategic direction and its continued relevance to Navitas' current and planned operations.

The next scheduled review of this document is listed in the Version Control section on Page 1.

## 8. Records

Records in association with this policy will be kept in accordance with the institution's Records Management Policy and Records Retention and Disposal Schedule. Confidential files related to the implementation of the policy must be maintained according to relevant privacy processes.

## 9. Related documents

Navitas Professional Library Loan Rules

Navitas Library Conditions of Use

Navitas Library Service Standards

Navitas Professional Institute Library Collection Development Policy

Navitas Professional Institute Copyright Policy

*ALIA Statement on Free Access to Information*

*IFLA Statement on Libraries and Intellectual Freedom*

## Registration Information

The Navitas Professional Institute is a group of colleges in the Navitas Professional and English Programs (PEP) Division of Navitas Limited the colleges being the Australian College of Applied Psychology (ACAP), Navitas College of Public Safety (NCPS), Health Skills Australia (HSA), and the Australian TESOL Training Centre (ATTC) with respect to ATTC's 39296QLD Graduate Certificate in TESOL and 39297QLD Graduate Diploma in TESOL courses. Navitas Professional Institute Pty Ltd (NPI Pty Ltd), ABN 94 057 495 299, National CRICOS Provider Code 01328A, TEQSA HE Provider Registration Code 12009, RTO 0500. Health Skills Australia Pty Ltd ABN 53 123 479 201, RTO 21646.