

# LIBRARY RESOURCE ACCESS POLICY

<b>Document Name</b>	ACAP_1_A_POL_Library_Access_181012	
<b>Date of Next Review</b>	6 February 2020	
<b>Approved by</b>	Academic Board	6 February 2016
<b>Responsible Person</b>	Dean	
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>▪ ACAP Library Loan Rules</li> <li>▪ ACAP Library Conditions of Use</li> <li>▪ Navitas Library Service Standards</li> <li>▪ ACAP Copyright Policy</li> <li>▪ ALIA Statement on Free Access to Information</li> <li>▪ IFLA Statement on Libraries and Intellectual Freedom</li> </ul>	
<b>References and Legislation</b>	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; National Vocational Education and Training Regulator Act 2011; Migration Act 1958 (Cth); National Code of Practice for Providers of Education and Training to Overseas Students 2018; the Higher Education Support Act 2003 (Cth); Privacy Act 1988 (Cth)	

## 1. Purpose:

The Australian College of Applied Psychology (ACAP) 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.

## 2. Scope:

This policy outlines the framework by which physical and electronic resources are accessed by students, teachers and staff and applies to disciplines within ACAP.

## 3. Definitions:

<b>Term</b>	<b>Definition</b>
<i>Academic staff / teaching staff</i>	Permanent and casual employees engaged in teaching and assessment of courses at the institution.
<i>College (the)</i>	The Australian College of Applied Psychology (ACAP).
<i>Library staff</i>	Permanent and casual employees in charge of or assisting in the ACAP library.
<i>International student/ Overseas student</i>	A student required to hold a student visa for study in Australia.

#### 4. Policy:

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

##### 4.1 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.

##### 4.2 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. Document Management Control

Date	Summary of Changes	Author
18/02/2016	Policy established	Dean
30/06/2017	Administrative update to business and academic titles and roles	Dean
10/12/2018	Change of template	VET Compliance Manager