



Library Conditions of Use procedure

Section 1 - Preamble

(1) This Procedure is effective from 1 January 2021.

Section 2 - Purpose

(2) This Procedure outlines the requirements for users of the University Library to comply with the [Library policy](#).

Section 3 - Scope

(3) This Procedure applies to all staff and students of the University.

Section 4 - Policy

(4) This Procedure is pursuant to the [Library policy](#).

Section 5 - Procedure

Borrowing

(5) Library users with borrowing privileges must comply with the terms of borrowing Library material as outlined on the [Library website](#).

(6) The University Librarian will determine the term of loans and the number of items that may be borrowed and this is specified on the [Library website](#).

(7) The University Librarian may impose penalties for overdue, damaged or lost Library material as specified on the [Library website](#).

Copyright and licensing

(8) Library users must comply with copyright legislative requirements and must not copy, print, scan, download or record Library Material in any manner that infringes the [Copyright Act 1968 \(Cth\)](#) (for further information see the [Deakin University Copyright Guidelines and Requirements](#)).

(9) Library users with access to licensed resources must comply with licence requirements governing the use of electronic information resources, using these resources only for personal, educational or research purposes, and must not use them for commercial purposes. Licence restrictions are displayed for each resource under 'Licensing & Resource Info' in the Library catalogue on the [Library website](#).

(10) The University Librarian may impose penalties for any breach of copyright or licensing in accordance with the relevant legislation or University policy or procedure.

Conduct

(11) Library users must not engage in behaviour likely to interfere with the comfort or convenience of other persons within the Library, or likely to damage Library facilities. The University Librarian may in appropriate circumstances initiate disciplinary action in accordance with the [Student Misconduct procedure](#) or [Staff Discipline procedure](#).

Section 6 - Definitions

(12) For the purpose of this Procedure:

- a. library facilities: the accommodation, furniture, equipment, computers and network infrastructure provided by the Library.
- b. library material: as defined in the [Library policy](#).
- c. library user: any person who accesses the Library facilities or uses Library materials.

Status and Details

Status	Current
Effective Date	1st January 2021
Review Date	1st January 2026
Approval Authority	Council Secretary
Approval Date	18th December 2020
Expiry Date	To Be Advised
Responsible Executive	Liz Johnson Senior Deputy Vice-Chancellor Academic +61 3 92468303
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