



# Library policy

## Section 1 - Preamble

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

## Section 2 - Purpose

(2) To govern the administration and use of the University's Library.

## Section 3 - Scope

(3) This Policy applies to the administration and use of the University library facilities, services and materials.

## Section 4 - Policy

(4) The University will collect and provide access to Library Material to support its teaching, learning and research activities.

(5) The University will establish conditions of use for the Library's facilities and the Library Material, and will apply penalties if Library users breach these conditions.

(6) The Library will collect and provide access to Library Material relating to the University, noting that materials are also collected by the Information and Records Services.

(7) The University will accept responsibility, within its available budget, to collect published material by and about Alfred Deakin and will provide access to materials regarding Alfred Deakin in other collections.

## Section 5 - Procedure

(8) The following procedures document how to comply with this Policy:

- a. [Library Conditions of Use procedure](#)
- b. [Library Donations procedure](#).

## Section 6 - Definitions

(9) For the purpose of this Policy:

- a. library material: includes material in any format provided for use or loan by the Library.



## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	1st January 2021
<b>Review Date</b>	1st January 2026
<b>Approval Authority</b>	Council Secretary
<b>Approval Date</b>	18th December 2020
<b>Expiry Date</b>	To Be Advised
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