

ALC Library Use Policy

Contents

1.	Purpose	1
2.	Scope	1
3.	Privacy and security of borrower information.....	1
a.	Disclosure	1
b.	Collection	1
4.	Borrowing	2
a.	Loan type and loan periods.....	2
b.	Holds	2
c.	Loan limits	2
d.	Renewals	2
e.	Not for loan	2
f.	Obligations	2
g.	Overdue notices	3
h.	Off-campus students	3
i.	Recall	3
5.	Access to electronic library resources	3
6.	Use of library computers	3
7.	Photocopying, printing and recording	3
8.	Conduct in the library	3
a.	Behaviour	3
b.	Mobile phone use	3
c.	Using library resources.....	3
d.	Re-shelving	3
e.	Food and drink	4
f.	Smoking.....	4
g.	Bags	4
9.	ALC Library 24 Hour Study Zone	4
a.	Using the 24 Hour Study Zone.....	4
10.	Related legislation	5
11.	Related documents.....	5

1. Purpose

The following library usage guidelines are intended to assist users in making the best use of the library and to detail policy relating to acceptable use of the library's resources.

2. Scope

ALC provides library and information services to staff, students and alumni of ALC, ALC partners, members of the LCA as well as external members of the library.

3. Privacy and security of borrower information

a. Disclosure

The ALC Library will not disclose personal information to a third party without the individual's knowledge and consent, except when legally required to do so.

b. Collection

Information collected may be used for reasonable purposes of contact. This information is used within the library only.

4. Borrowing

Borrowing privileges are available to ALC staff and students, and to pastors and teachers of the Lutheran Church of Australia (LCA) and lay workers employed in ministry in parishes/institutions of the LCA. Other persons may be granted borrowing privileges upon payment of the appropriate fee. See the [ALC Library fee schedule](#).

a. Loan type and loan periods

Loan type	Duration
Standard	4 weeks 6 weeks for off-campus students and pastors 8 weeks for teaching staff and postgraduate students
Red spot	7 days (Off-campus students allowed additional 7 days for post)
Reserve	4 hrs/day or overnight 1 pm till 11 am next day
Media	2 weeks
Interlibrary loans	As determined by the supplying library (teaching staff and postgraduate students only)

b. Holds

Borrowers may place holds on items via the catalogue. These are governed by circulation constraints set for particular items (see **Loan type and loan periods**). Items that are in the reserve collection may not have a hold placed on them, but can be borrowed at the library service desk.

c. Loan limits

The limit on the number of items which may be borrowed at one time is 20 (10 for reciprocal borrowers).

d. Renewals

Main collection print and media materials

Two renewals are allowed, providing items are not on hold.

Ebooks

These cannot be renewed, but once access to an item has ceased (i.e. when the loan period is finished), borrowers may take the item out again. Note that some items might only allow one user at a time, and not concurrent users.

Interlibrary loans

These may usually be renewed on application, but this may not always be possible, dependent on the loan period negotiated with the lending library.

e. Not for loan

Periodicals, reference books and rare books are not available for loan but may be used within the library.

f. Obligations

Borrowed items must be returned or renewed on or before the due date.

Fines will be imposed for overdue items—daily for normal shelf items, by the hour for reserve items. Borrowing rights are suspended when fines are excessive. See the [ALC Library fee schedule](#).

Damaged or lost items must be paid for.

g. Overdue notices

Overdue notices are delivered by email or post.

Patrons are requested to notify the library of changes in email or postal address details.

h. Off-campus students

Off-campus students may request items from the library collection to be dispatched by post at no cost (maximum of 5 items at one time). Return postage is the responsibility of the student. Items should be returned in time to reach the library by the due date.

Off-campus students are encouraged to use e-books where available.

i. Recall

All loans issued are subject to recall at any time if circumstances warrant such action.

5. Access to electronic library resources

Those with full user rights are also entitled to access electronic resources, subject to publisher licence agreements.

Patrons using electronic collections must observe the usage conditions specified by the publisher or provided with the document.

6. Use of library computers

Users must comply with all ALC policies regarding acceptable use of Information and Communication Technology facilities.

Unaccompanied minors are not permitted to use the library facilities.

7. Photocopying, printing and recording

Patrons shall not use copying, printing or recording equipment in any manner that infringes the *Copyright Act 1968* (as amended), including the *Copyright Amendment (Digital Agenda) Act 2000*. Notices indicating permissible actions are located with the relevant copying facilities. Users must comply with these legal requirements.

8. Conduct in the library

a. Behaviour

Use of the library is a privilege. Patrons are asked to respect the study and research environment of the library. Conversations within the library should be brief and quiet.

Additionally, users of the library are requested to have consideration for other users, by using the designated collaboration area for this purpose, such as the area nearest the stairwell in the computer suite, and refraining from activities which may disturb those using designated quiet study areas, such as the upper floor, the Reference area and the computer suite.

b. Mobile phone use

Mobile phones are to be switched to silent or vibrate upon entering the library in order to avoid disturbing other library users, and conversations should be held outside the library.

c. Using library resources

Library users may not remove items from the library except in accordance with the borrowing conditions of this policy.

d. Re-shelving

Library staff will collect and re-shelve all books after in-library use. Library users are requested not to re-shelve library material but to leave items on tables for library staff to re-shelve.

e. Food and drink

The ALC Library permits the consumption of food and drink in the library, both during opening hours and after hours for those using the 24 hour study zone, under the following terms and conditions:

- Library users may not bring hot food into the library.
- Cold or snack food, wrapped or in a closed container, and fruit may be brought and eaten in the library.
- Spill-proof containers are to be used for all food and drink consumed in the library.
- All rubbish must be placed in bins provided and study spaces left in an hygienic condition and free of litter.
- Any spills should be reported as soon as possible to library staff.
- The delivery of food to library users from external suppliers (e.g. pizza) is not permitted.
- All hot food must be eaten outside.
- Refrigerators located in the library are for the use of library staff only. All other food is not to be stored in this facility.
- Library staff are responsible for requesting members to comply with the policy.

f. Smoking

Smoking is not permitted in the library.

g. Bags

Users of the library may bring bags into the library, but these may be subject to security inspections if required.

9. ALC Library 24 Hour Study Zone

a. Using the 24 Hour Study Zone

Use of this area is strictly for study and research purposes only, and is subject to 24/7 CCTV monitoring.

FAQ	Conditions of use
Who can access the study zone?	<ul style="list-style-type: none">• Enrolled ALC students• Other registered users of the library who may apply to have their swipe card authorised at the Business Office.
Where do users enter the study zone after hours?	<ul style="list-style-type: none">• The study zone may be accessed via the rear entrance located in the courtyard behind the library.
How do users access the study zone after hours?	<ul style="list-style-type: none">• Users enter the study zone by swiping their student card at the rear entrance door.
What do users do if they are using the study zone during library hours and wish to continue after it closes?	<p>All users must vacate the library at the close of business. If users have been using the study zone and wish to continue after hours, they must</p> <ul style="list-style-type: none">• Leave the library prior to close of business• Wait for library staff to close the library for the day• Re-enter via security card access

FAQ	Conditions of use
<p>What can I access after library hours?</p>	<ul style="list-style-type: none"> • Group and individual study spaces • Computers • Photocopier and scanning facilities • Online library resources • The ALC wireless network
<p>What security is there in the study zone?</p>	<ul style="list-style-type: none"> • 24 hour monitored CCTV cameras • After-hours emergency phone numbers • Emergency fire exit through the library
<p>What are the conditions of use for the 24 hour zone?</p>	<p>Library users must not engage in any conduct that:</p> <ul style="list-style-type: none"> • may impair the reasonable freedom of other persons to pursue their studies, research, duties or lawful activities in ALC • may impair the reasonable freedom of other persons to participate in the life of ALC • may cause damage to information resources, equipment, and furniture • cause disturbance or inconvenience to others within the library building, e.g. users may not restrict access or use of the library by others by leaving personal belongings on library furniture • is prohibited by this policy e.g. smoking • may disturb other clients such as noise and any other inappropriate behaviour • may result in information resources, equipment including furniture being taken out of the library buildings unless they have been borrowed through the appropriate loans mechanism <p>In the interest of ensuring the safety of anyone in the library building premises, users must:</p> <ul style="list-style-type: none"> • comply with any lawful direction from a library staff member • leave the library immediately when requested to do so by a library staff member.

10. Related legislation

[Copyright Act 1968](#)

[Copyright Amendment \(Digital Agenda\) Act 2000](#)

11. Related documents

University of Divinity

[Code of Conduct](#)

Australian Lutheran College

[ALC Library Service Charter](#)

VET student handbook (see <https://alc.edu.au/study/vet-study/vet-handbooks-and-forms/>)