UC Policy Library | Te Pātaka Kaupapa Here

Library Access and Borrowing Policy

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Approval Authority | Mana Whakaae	Deputy Vice Chancellor - Academic
Contact Officer | Āpiha Whakapā	Associate University Librarian: Learning & Teaching

Introduction | Kupu Whakataki

The University of Canterbury Library ("the Library") provides access to information resources and library materials in support of the learning, teaching and research goals of the University. The Library aims to provide timely, shared, responsible, secure and sustainable access to information resources and library materials at point of need.

Policy Statement | Kaupapa Here

The Library Access and Borrowing Policy

- defines the access to and borrowing of information resources and Library materials for all users of the Library;
- ensures equity, consistent practice and wise management in providing access to information resources and Library materials.

Confidentiality

The Library collects, stores and analyses information relating to registered Library users, within the guidelines of the privacy principles from the *Privacy Act 2020 (New Zealand Legislation website)* and the permissions granted by individual students and staff at point of enrolment or employment. This information may be used and internally reported on at a Library level or in conjunction and combination with other authorised University data providers.

Registration

1. University Staff

University staff on continuing and fixed term contracts are automatically provided with full access to information resources and Library materials through registration with the People and Culture system.

2. University Students

Students enrolled at the University are automatically provided with access to information resources and Library materials through registration with the student management system. Prospective PhD students may obtain access to information resources and Library materials once their application for enrolment is completed.

3. External Borrower Membership

Individuals who are not staff or students at the University may apply for *external borrower membership (University Library website)*. External borrower membership provides access to physical Library materials only. Access is not provided to electronic resources purchased by the Library due to vendor license restrictions.

There may be a fee for external borrower membership of the Library and payment is required before materials may be borrowed.

The borrowing privileges and fees assigned to external borrower members are at the discretion of the University Librarian, and are reviewed.

Visitors to the Macmillan Brown Library may register separately on the *Kā Kohika (University Library website)* database in order to access items held in the Macmillan Brown Library and heritage collections, including archives. Items are issued to visitors for in-library use only.

4. Library Delivery Services

Distance students are automatically registered for scanning services through the University enrolment process.

Students needing format shifting or scanned versions of physical items for accessibility reasons can register via *Te Ratonga Whaikaha | the Student Accessibility Service (University Student Accessibility Service website)*.

All UC staff and students have access automatically to the postal delivery service.

Information Resources and Library Materials

The Library's electronic information resources are provided for UC staff and students for

the purposes of learning, teaching and research in accordance with vendors' conditions:

- A reasonable quantity of content may be downloaded for the purpose of learning, teaching and research. Substantial subsets of data may not be created.
- Specific access conditions are listed on the Library's website. Some electronic resources may only be accessed within the Library.
- Commercial use of electronic resources is not permitted.

The Library provides a range of physical collections:

- Open access collections which may be freely browsed.
- Closed access collections comprising items that may be requested and loaned to registered Library users.
- Closed access collections comprising items that may be requested by registered Library users and must be used as directed within the Library.

Many University of Canterbury theses are accessible in digital format via the *UC Research Repository (University Library website)*. If there is no electronic version, a print copy may be available to view in the Macmillan Brown Library.

Interloans
Items not held by the Library may be able to be supplied via an international network of libraries. Only current staff and students at the University may request items on interloan and items must be requested for the purposes of institutional learning, teaching and research.

Delivery Services
The Library Delivery Service provides information resources and library materials by email to registered users and by post to all users:

- Scanned copies of physical items, where there is no online equivalent and provided copyright law allows, will be emailed by the Library at no charge.
- Physical items requested from the University collections will be issued for the loan period appropriate to the requester's borrower status and posted to a verified NZ address. Reference items are an exception and will not be posted.

The cost of the delivery and return postage of physical items will be paid by the Library.

Borrower Responsibility

Physical items may not be taken outside New Zealand.

Overdue Material
Borrowed items are to be returned or renewed by the due date or time. Borrowers are encouraged to check due dates and renew online from their Library Account. The Library provides a courtesy notification service reminding borrowers of overdue material. Failure by the borrower to receive or read the notification does not prevent fines being applied for later return of items.

The number of times an item may be renewed is determined by the item type. Items required by another registered user or by the Library may not be renewed and must be returned.

Fines and Lost Book Charges

The Library applies fines for overdue loans as well as charges for damaged or lost items to encourage fair and equitable use of information resources and Library materials.

- All borrowers except staff are subject to fines.
- All borrowers are subject to other Library charges, such as lost item or damage charges.
- Fine schedules and borrowing privileges are available to view on the Library website and will be reviewed on a regular basis.
- When set limits on overdue materials, fines or incurred charges are reached, borrowing privileges will be suspended until the problem has been resolved.
- Charges for lost books are to be paid within 21 days of the account being issued. Unpaid lost book charges may result in a sanction being applied to student borrowers' student enrolment records.
- The Librarian may exercise discretion in the imposition of fines.

Library Security

In order to fulfil the Library's responsibility for protecting its collections and property, library staff are authorised to:

- Check books and possessions of persons as they leave the Library.
- Request to see identification of any person in the Library.
- Monitor access to and use of Library equipment and digital content.
- Question any person if it appears that Library regulations are being violated.
- Enlist campus Security assistance if concerned about the behaviour of any person in the Library.

The Library reserves the right to utilise security cameras.

The following actions are not permitted:

- Theft or knowingly possessing stolen Library property.
- Removing or attempt to remove Library property from the Library without proper authorisation.
- Defacing, mutilating, or otherwise damaging Library property.
- Copying or reusing content in breach of copyright or licence agreements.
- Sharing login details or Library cards. Access to information resources and borrowing of Library materials is provided for registered users only. Access will be suspended if the Library has evidence that there are multiple users on a personal account; or access is in breach of vendor restrictions.
- To be in non-public areas without authorisation, or in Library facilities after closing time without authorisation.

In consultation with Security, the Library will refer cases of theft, or significant, deliberate

or reckless damage, to the police. University students who commit violations will also be subject to University disciplinary procedures. University staff who commit violations will also be reported to their manager.

Definitions | Tautuhinga

Borrower/s – persons who are able to borrow resources from the Library, as defined by the
[Library Regulations (University Regulations website)](.).

Information resources – a term used to cover books, journals, databases, multimedia materials, packages, data, archives or heritage collections acquired or paid for by the Library to support learning, teaching and research at the University.

Librarian – an employee of the University who reports to the University Librarian.

Library – comprises all University of Canterbury libraries and collections.

Library materials – equipment, technologies, furniture or other materials provided by the Library.

Library property – library materials and information resources.

Registered Library users – enrolled students and current staff of the University and visitors by arrangement.

University Librarian – head of the University of Canterbury Library service.

Related Documents and Information | He kōrero anō

Legislation | Whakaturetanga

- [Privacy Act 2020 (New Zealand Legislation website)](.)

UC Regulations | Ngā Waeture

- [Library Regulations (University Regulations website)](.)

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- [Art Collection Policy (PDF, 407 KB)](.)
- [Thesis Availability Policy (PDF, 251KB)](.)

UC Website and Intranet | Te Pae Tukutuku me te Ipurangiroto o UC

- [Distance Services (University Library website)](.)
- [External borrower membership (University Library website)](.)
- [Kā Kohika (University Library website)](.)

- [UC Research Repository (University Library website)](#)

Document History and Version Control Table			
Version	**Action**	**Approval Authority**	**Action Date**
1.00	New policy replacing the Library Distance Services Policy, Library Lending Policy and Library Security Policy.	Executive Director, Learning Resources	November 2016
2.00	Scheduled review by Contact Officer, minor changes to content.	Policy Unit	December 2019
2.01	Scheduled review by Contact Officer, minor changes to content.	Deputy Vice-Chancellor Academic	February 2024

This policy remains in force until it is updated.