MIT Library Policy and Procedure

1. Purpose

The purpose of this policy and procedure is to establish an overarching framework for the development and management of the Institute library and its services. The Policy:

- Provides guidance for the library to support Institute learning, teaching, and scholarship activities;
- Provides rules, guidelines and procedures for collection development;
- Defines library user categories, and resources that can be accessed by each;
- Establishes the rules and procedures for accessing library resources, borrowing physical items, and associated penalty procedures;
- Assists staff in planning and administering the Library budget;
- Provides a code of behaviour for use and care of the library facilities.

2. Scope

This policy and procedure document is applied across the Institute.

3. Definitions

Term	Definition
Authorised users	Institute students, staff, or other person afforded borrowing and access privileges
Borrow	The act of temporarily loaning out a library item to a user and recorded in that user's profile in the Library Management System.
Catalogue	Holding records of library materials stored on the Library Management System.
Classification	The schemes, systems, and processes for identifying and arranging physical items to enable browsing and retrieval of bibliographic information from electronic systems. A formalised, internationally recognised classification scheme, such as the Dewey Decimal System, will be used.
Collection	The physical or digital items owned or licensed for use by the library.
Electronic resource	An information source, such as periodicals, books, or market report, available in digital format.

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Library	The Institute department responsible for the collection, curation, and retrieval of learning, teaching, and scholarship materials to support and enhance the Institute's business and strategic goals.
Library Management System	Also known as an Integrated Library System. A resource planning and management tool used to monitor purchases and billing, items owned, patrons, circulation, and collection development.
Monograph	A print or digital book.
Multimedia	Audio and/or visual resources available as CDs or DVDs, or as digital files such as electronic video or sound recordings including, but not limited to, streaming and downloadable media.
Periodical	A serialised publication, issued at regular, predictable intervals, such as journals, magazines, and newspapers
Physical resource	Items that can be touched, picked up, and held by users. This includes, but is not limited to, printed monographs and periodicals, DVDs, games, and other tangible information sources.
The Schedule(s)	Refers to the Schedule(s) annexed to this policy and procedure being: • Collection development guidelines and procedure • Library Code of Conduct • Library Penalties • Textbooks

4. Policy Statement

4.1. The Institute library directly contributes to the teaching, learning and research programs of the Institute, and works with other departments to support the Institute in meeting its business and strategic goals, by providing facilities, services, and resources to enable the success of these core activities.

4.2. The library will acquire and provide access to resources of sufficient quality, depth, and diversity to support the teaching, learning, and research needs of the Institute.

4.3. The Institute develops and manages collections of scholarly information. It will outline the types of resources that will be collected by the library and the time frame resources are to be retained in its collections.

4.4. Authorised users can use the collections in accordance with the Institute's objectives and the library code of conduct.

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4.5. The Librarians, as the managers of the collection, are responsible for governing access to collections and ensuring digital content is delivered in accordance with relevant licence agreements.

4.6. A proactive approach to collection development is used to ensure continued quality in the physical and digital collections, to improve accessibility, maximise usage of space, improve efficiency in circulation, and remove inaccurate, out of date, or unsuitable material.

4.7. Regular inventory analysis will provide a systematic mechanism for maintaining the accuracy of the physical collections.

4.8. The library will:
- Manage a single integrated collection of electronic and physical resources including learning objects and digitised materials.
- Select resources to meet the learning, teaching and research needs of the Institute.
- Manage the collection across all sites.
- Evaluate the collection regularly to identify potential gaps and liabilities.
- Employ usage and return on investment measures to evaluate subscribed resources.
- Ensure availability of undergraduate learning and teaching requirements.
- Consult with teaching staff to determine collection priorities for each discipline area.
- Avoid unnecessary duplication of resources.

4.9. The Schedule- Collection Development Guidelines and Procedures will prescribe the procedures for the selection, acquisition, classification, deselection, and disposal of material in library collections.

4.10. The act of borrowing a library resource is recognised a privilege and forms an agreement by the borrower to return or renew items by the due date. In order to ensure equal and fair access to resources, the library may impose penalties, such as fines, upon users who retain borrowed items past the due date. Any single financial penalty will be capped at the full replacement cost of the borrowed item.

4.11. The library provides an environment that is conducive to teaching, learning and research. Students are expected to accept responsibility for the appropriate care of the library facilities, services, and resources in a way that ensures fair access by all students and staff to the library and its resources. The Schedule- Library Code of Conduct outlines the Institute expectations for library use by authorised uses.

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5. Procedures

5.1. Collection development

The Schedule - Collection Development Guidelines and Procedures outlines full procedures for selection, acquisition, classification, monitoring, deselection, and disposal of library collections.

5.2. Loans

Authorised users may borrow the following:

Students	Seven (7) items in total comprising of:
	• 7 day loan
	• Unlimited renewals, up to the end of each study period, provided the item has not been requested by another user
	• Users may not place holds on items they currently have on loan
Staff	Seven (7) items in total comprising of:
	• teacher reference material (for the duration of each trimester if teaching that unit);
	• 7 day loan from the Main collection;
	• Unlimited renewals on Main collection items, provided the item has not been requested by another user).

5.3. Loan periods

Main collection	Materials located in the Main collection may be borrowed by all authorised users for seven (7) days
Counter reserve	These materials can be borrowed for in-library use only based on the following conditions:
	• Loans are for two (2) hours;
	• One (1) hour renewal;
	• No item is to be removed from library at any time.
	• Items must be returned to the staff at the loans desk after use.

Teacher reserve	Teacher reference materials may be borrowed based on the following conditions: • Items borrowed must be for staff use only teaching that unit for the current term. • All items are allocated to teaching staff for the entire semester and must be returned no later than 5 days after finals are marked. • Under the discretion of the library staff, teacher reference materials may be borrowed by other users under the same terms and conditions as Main collection material.
Periodicals	• Periodicals are available for 7 day loans • Unlimited renewals, up to the end of each study period, provided the item has not been requested by another user
All items	All physical items, regardless of format or collection, are due back to the library at the end of each study period.

5.4. Borrowing rules, including charges and fines

5.4.1. Borrowing rules

- All borrowers must have a current MIT ID card with them in order to borrow or use any library item.
- Users must not use another person's ID card. No exceptions or special consideration will be given on this.
- User ID cards will be held by library staff or security if found not to be the person as indicated.
- All borrowers are responsible for material issued against their ID card until the material is returned to the library and the loan transaction has been cleared from their record by library staff.
- All borrowed items are to be returned or renewed on or before the due date indicated on the loan receipt, or shown in the Library Management System.
- Users may have penalties, including financial charges, levied against them for breaches of borrowing rules, as detailed in the Schedule- Library Penalties.

5.4.2. Overdue items and penalties

- The library will notify users when items are due to be returned or renewed.
- Items that are not renewed or returned by the due date will recorded as overdue.
- Items that are overdue by 14 days will be recorded as long overdue, and a charge will automatically be applied to the users' account

- Borrowers with outstanding library charges will have their library account suspended (i.e. unable to borrow, renew, place holds, or access their online library account).
- All outstanding charges must be paid in full, with no partial payments accepted.
- Borrowers with outstanding items or charges will have their IT account suspended / blocked and will be unable to receive their results, until such time as their library debt is cleared.
- In the case of illness, injury, or other extenuating circumstances, library penalties, including fines, may be reduced or waived at the discretion of the Librarian or their nominee upon presentation of medical certificate/s or verification of claim (e.g. police report or statutory declaration).

5.5. Lost and damaged items
- Items declared lost by a user, or returned damaged and in need of replacement, will incur a replacement cost at current retail price plus a processing fee.

5.6. Item requests (holds) and recalls
- Items that have been requested by another user cannot be renewed.
- If a user does not return a requested or recalled item, the item will be recorded as long overdue, and penalties will be applied under clause X.

5.7. Claimed returned or never borrowed
- A user may claim they have returned an item, or that they did not borrow an item, by informing library staff.
- The Librarian or their nominee has the discretion to change the status of library items as needed.

5.8. Use of the library space
- Library users agree to comply with the Schedule – Library Code of Conduct
- The library is a designated "quiet study zone". Conversation is allowed at reasonable levels, except during the examination period and days following the end of classes, when talking will be restricted to designated areas.

6. Responsibilities

6.1. The Librarian will be responsible for ensuring compliance with this policy.

6.2. The responsibility for the decision of whether to accept donated items rests with the Librarian or nominee, as directed by The Schedule – Collection Development Guidelines and Procedures.

6.3. Staff will be responsible for requesting users to comply with the policy. Users who do not comply will be reported for disciplinary action under Student General Misconduct Policy and Procedures.

6.4. The Institute Information Technology Department has responsibility for the acquisition of software applications.

7. Implementation and communication

    7.1. This policy and procedure will be implemented and communicated through the Institute via:
- Announcement on the Institute's website;
- Internal circulation to staff;
- Staff professional development;
- Student orientation programs;
- Student handbook.

8. **Supporting documents and References**

    8.1. Government legislation
- Higher Education Standards Framework 2021
- Copyright Act 1968

    8.2. Institute documents
- MIT Policies and Procedures, including- Copyright Policy and Procedure
- Delegation Policy and Procedure
- Student Code of Conduct
- Student General Misconduct Policy and Procedure
- Staff Code of Conduct Policy

The Schedule- Collection Development Guidelines and Procedures

These guidelines and procedures apply to the whole life-cycle of materials acquired by MIT Library, and include procedures for the
- Selection,
- Acquisition,
- Classification,
- Monitoring,
- Deselection, and
- Disposal

of library materials.

1. Selection

    1.1. Materials will be selected for acquisition based on the Institute's learning, teaching, and research goals, as determined through academic consultation and managerial directives.

    1.2. Priority will be given to items that build on existing collection strengths, and meet current teaching, learning, and research needs.

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1.3. In consultation with stakeholders, library staff may select additional material to foster an inclusive and diverse collection that supports literacy, creative thinking and problem solving, community engagement, and develops a life-long love of learning.

1.4. Material will be selected in the format that best suits the needs of the users, with preference given to electronic resources as the most accessible and cost-effective products.

1.5. Wherever possible, works by MIT staff will be selected for acquisition.

1.6. Resources in different formats representing Australian, Asian, and global perspectives will be a priority and actively sought.

1.7. Material listed in Unit Descriptions as required and recommended texts will be selected under the following categories:
- Prescribed text
- Additional Readings

1.8. Material to be used as Prescribed texts will be selected after consultation with academic staff to ensure titles are available, accessible, and affordable, and will be acquired in sufficient quantity as directed by The Schedule – Textbooks, with a minimum of one print copy per campus.

1.9. Required textbooks and readings will only be selected from vendors approved by the MIT Finance Department.

1.10. If the library's preferred vendors are not able to locate requested materials or the materials on back order, the library will ask the requestor to find an alternative title.

1.11. Library staff are not responsible for acquiring or accessing publisher-provided instructor materials such as lecture slides, question banks, or case studies, but may assist academic staff where appropriate.

1.12. When the existence of a later edition of a work listed in a unit description becomes known, it will be considered for acquisition.

1.13. Major additions to the collection, such as database subscriptions, must be trialled and promoted as trials to staff and students to gauge interest and usefulness, and to provide library staff with an estimated return on investment.

1.14. Major additions to the collection must be proposed to Management prior to acquisition, with proposals submitted to the relevant managerial level as described in the Delegation Policy.

1.15. Serials will be subscribed to as electronic resources wherever possible.

1.16. No duplicates of serials will be subscribed to, unless one or more of the following conditions applies:
- print subscriptions must be maintained for online access;
- research and ejournal packages that may have overlapping titles;
- print Australian newspapers.

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1.17. All library users may suggest material for acquisition. Suggestions are considered by Library staff with reference to these guidelines

1.18. Donated monographs or serial items will be accepted if:

- it is relevant to the Institute's curricula, as determined by library staff;
- it is relevant to the collection scope;
- it is useful as an information source, and
- it is expected to be used by an authorised user.

2. Acquisition

   2.1. Library material must be purchased by purchase order, and approved by the relevant level of management, as described in the Delegation Policy.

   2.2. Librarians, or their nominees, are responsible for negotiating with vendors, where appropriate, to ensure acquisitions are cost-effective and will likely see good return on investment.

   2.3. Digital acquisitions must be accessible off-campus via the current user authentication method.

   2.4. All acquisitions will be recorded in the Library Management System for budgeting

   2.5. All new material obtained will be catalogued and disseminated as soon as practicable.

3. Classification

   3.1. Classification of material is essential for allowing users to located and access it.

   3.2. MIT Library will use a formalised, internationally recognised classification scheme such as Dewey Decimal Classification or Library of Congress Subject Headings.

   3.3. Classification of print material must be accurate to the chosen scheme, and the Librarians bear responsibility for maintaining this accuracy.

   3.4. If an item has ambiguous classification, the Librarians may use their discretion in deciding the best fit.

   3.5. Material classification across campuses must be unified to ensure equal discoverability and accessibility to all users.

4. Monitoring

   4.1. Library collections will be continually monitored to evaluate their effectiveness and suitability under these guidelines.

   4.2. The library will perform regular, periodic inventory analysis (stocktaking) to ensure print collection records are accurate.

   4.3. A Library Statistics overview report will be provided to Management each month.

   4.4. A detailed Collection Evaluation and Performance Report, including budget, will be provided to Management at the end of each financial year.

5. Deselection

   5.1. Deselection is a vital part of collection maintenance, and ensures items that are obsolete, out of date, unused, or damaged are removed (weeded) from the collection.

5.2. The acquisition of a new edition of an existing work will prompt the evaluation of all previous editions and copies held.

5.3. The responsibility for the retention or withdrawal of superseded editions rests with the Librarian or nominee in consultation with the relevant Head of School or unit coordinators.

5.4. Once an undamaged print item has been deselected, it will be moved to storage and its status in the Library Management System will be updated to reflect this.

5.5. Deselected items in storage will remain discoverable and available for users to borrow upon request.

5.6. If a deselected item is borrowed, it will be reselected, and returned to its collection prior to deselection.

5.7. Items that are very damaged will be deleted and disposed of as soon as library staff are aware of them.

5.8. The decision to replace damaged items resides with library staff, guided by these policies and procedures. Users who return damaged items may be subject to penalties as described in The Schedule – Library Penalties.

5.9. Deselected print items that have been moved to storage will be disposed of 12 months after deselection.

6. Disposal

6.1. Deselected print items that have been in storage for 12 months or more will be disposed of.

6.2. Items for disposal will be deleted from the Library Management System and will no longer be available to borrow.

6.3. Library staff will determine the best method of disposal, such as sending to landfill, recycling, donating to other institutions, or selling on to MIT staff and students.

6.4. Disposal figures will be included in the annual Collection Evaluation and Performance report to Management.

The Schedule- Library Code of Conduct

1. All library users must
    1.1. return library materials by the due date or fines will apply.
    1.2. leave the library when requested at closing time and during emergency procedures.
    1.3. comply with State and Federal legislation.
    1.4. observe publisher license conditions for online resources.
    1.5. follow instructions regarding conversation and noise levels, as determined by library staff.
    1.6. use their mobile phone responsibly and be considerate of others; ringtones must be set to silent and phone conversations kept to a minimum.
2. Library users must not
    2.1. damage, deface or remove without authorisation any library material.
    2.2. leave litter in the library, except in rubbish bins.
    2.3. behave in a way that disrupts learning and research activities or creates an antisocial, unpleasant, or unhealthy environment.
    2.4. improperly use computer facilities, e.g. displaying obscenities and hacking.
    2.5. display any poster or notice in the library, without permission.
    2.6. smoke in the library.
3. Library staff are authorised to
    3.1. inspect equipment, folders, containers, or property intended to be taken out of the library by any person leaving the library
    3.2. inspect all items in a person's possession when the security gate ALARM goes off
    3.3. inspect ID cards when asked
    3.4. request library users to leave the library or refuse entry into the library.
    3.5. take appropriate action to prevent or stop antisocial activities, including harassment of others.
4. Consequences of breaching the Code of Conduct
    4.1. library access denied.
    4.2. If a library facility or property is damaged or defaced, you shall pay the cost of repair or replacement. If the item is library material or library equipment, a processing charge may also be charged.
    4.3. Any person who persists in contravening or failing to comply with this Code of Conduct may face disciplinary action

The Schedule – Textbooks

Category	Print book	Electronic book (ebook)
Textbooks prescribed in the unit descriptions of the Institute's units	A minimum of one (1) Main Collection print copy per campus to a maximum of ten (ten), at a ratio of 1 copy per ten students (ratio of 1:10)	Where possible, unlimited access is preferred, otherwise licenses will be purchased at a ratio of 3:20 across the Institute.
Textbooks on Counter Reserve:	One print copy of each prescribed title. One print copy of additional titles that may be difficult for students to obtain due to cost or availability.	Excluded from ebook quota
Teacher reference collection	One hardcopy of each prescribed title, as requested by teaching staff.	Included in ebook quota, unless print copy requested to teaching staff.
Additional readings will be made available for student use at each campus for all units taught at the Institute as prescribed in the unit descriptions	A minimum of one (1) print copy if electronic copy is not available or suitable.	Electronic copies preferred if licenses permit.

The Schedule - Library Penalties

Users may be levied with the following financial charges for breaches of borrowing rules:

Main Collection items that are long overdue (>14 days)	Full replacement cost of the item charged to user account after two weeks
Counter Reserve items that are overdue	Full replacement cost of item charged to user account the day after the item was due
Damaged items	Full replacement cost of the item charged when item is returned

These charges are subject to change and MIT Library reserves the right to impose other penalties to ensure the safe return of MIT property.