



Name:	Library Loans Policy
Approved by:	General Manager, Group Quality, Accreditation & Compliance
Approved by:	Executive Dean
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Maintenance Owner	AIT Librarian
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Section 1 - Introduction

1) Purpose

This policy outlines the framework for the consistent and transparent application of lending and circulation services to ensure that the library service operates efficiently and effectively for the benefit of all patrons.

Terms and conditions outlined in external client partner agreements, contracts, or licences will be considered in the implementation of LLP decisions.

2) Scope

This policy applies to all staff and students of AIT (including Coder Academy and Work Ready Education) and the International School of Colour and Design (iscd) wishing to borrow and use library materials, including the number of items, the lending period and any associated fee.

3) Overview

The LLP is a dynamic document that outlines lending principles, strategies and guidelines for the use of library collections and resources.

This policy outlines the loaning principles of the Library in support of the strategic direction of the Academy of Information Technology Pty Ltd (AIT) and the International School of Colour and Design Pty Ltd (iscd).

AIT is committed to ensuring the provision of evidence based policy. The Library has a role to play in providing responsive, high quality library and information services.

By creating, implementing, and maintaining a Library Loans Policy (LLP), AIT intends to address and uphold the Tertiary Education Quality and Standards Agency (TEQSA) Higher Education Standards Framework Domain 3: Teaching and the standards for educational resources. The standards ensure that educational resources are:

- Of a sufficient quality.
 - Relevant, authoritative, and academically rigorous.
- Provided in a timely manner.
- Accessible. (TEQSA, 2017).

Additionally, AIT ensures that, as a Registered Training Organisation (RTO) it meets the Standards for Registered Training Organisations (RTOs) 2015. In regards to the provision of library services, AIT must have “sufficient learning resources to enable learners to meet the requirements for each unit of competency, and which are accessible to the learner regardless of location or mode of delivery.” (Department of Education and Training, 2019).

Section 2 – Policy

1) General conditions

The Librarian has discretionary power to:

- lend or refuse to lend any item at any time.
- alter the loan period of any item at any time.

This may occur if:

- a student breaches the Student Code of Conduct
- a student has not paid their fees
- an item is in high demand.

No person may remove an item from the Library without a proper loan transaction having first been made.

The Library collects stores and uses borrower information for resource access purposes only. The information collected is confidential and is not disclosed to third parties, except to meet legal and other regulatory authority requirements.

2) Patrons

Patrons of the Library must be current staff or students of AIT (including Coder Academy and Work Ready Education) and iscd. In exceptional circumstances (e.g. a lecturer's research assistant or a representative of a borrower with a disability or illness) an authorised representative may borrow on a patron's behalf, upon receipt of written authorisation, and subject to the discretion of the Librarian.

Student enrolment will be verified against relevant student record management systems and upon graduation, student information and remote access will be removed from all library databases.

Patrons will be personally responsible for borrowed library materials. Patrons are expected to return all borrowed library materials (and, in the instance of board games and audiovisual materials, all included parts):

- within the loan period,
- or after their renewal limit has expired,
- or upon completion of their study,
- or upon termination of employment.

3) Circulation rules – physical items

Includes books, journals, equipment, DVDs, CDs, and board games.

Patron type	Item limit	Loan period	Renewal limit	Holds allowed
Student	5	10 days	2	5
Staff	10	14 days	6	10

4) Circulation rules – digital items

Includes ebooks, ejournals, emagazines, and online videos.

Item	User limit	Loan period
Beamafilm	25, 000	Unlimited
EBSCO eBook Collection	1-3 simultaneous users	Unlimited
EBSCO Flipster magazines	Unlimited	Unlimited
EBSCOhost Research Databases	Unlimited	Unlimited

LinkedIn Learning	999	Unlimited
ProQuest	Unlimited	21 days

5) Notices and reminders

Patrons will receive a reminder notice via email upon triggering the following circulation events:

- Their borrowed item is due.
- Their reserve has been filled.
- Their item has been issued.
- Their item has been returned.

6) Lost and damaged items

In the event that a borrowed item is not returned, destroyed or damaged, students may have their borrowing rights suspended and a charge up to the full replacement value may be applied.

Lost and damaged items may not be automatically repurchased or sourced by the library, depending upon availability and budget constraints. Please refer to the Library Collection Development Policy for more details.

7) Water damaged items

It is not possible to return severely water damaged print material to library collection for circulation. There is a significant risk of mould quickly spreading through collections. A water damaged item may be charged or considered a damaged item, as above.

8) Audiovisual items

The library is not responsible for supplying playing equipment to accompany borrowed audiovisual materials. The Library accepts no responsibility for damage claimed to have occurred to personal equipment as a result of playing borrowed material.

Section 3 – Reference and Supporting Information

1) Definitions

Word/Term	Definition
Circulation	Also referred to as <i>loaning</i> or <i>borrowing</i> . Circulation is the function of lending materials to patrons.
Hold	When a library item is on loan, another patron may request that a “hold” be placed on it so that, when it is returned by the initial borrower, they are next in line to borrow it.
Loan transaction	In the context of a library, a <i>loan</i> is the borrowing a resource by a patron. The loan must be registered in a library management system by an authorised user to act as a record. The act of recording it in the system is a <i>loan transaction</i> .
Patron	The users or clients of a library service.
Renewal limit	Where availability permits, patrons may <i>renew</i> or extend their loan. However, in the interest of providing an equitable service for all patrons, limits exist on how many times a loan can be renewed or the time of the loan extended. This is referred to as a <i>renewal limit</i> .

2) Supporting documentation

Document name	Document type	Location
TEQSA Higher Education Threshold Standards Framework 2015	Regulatory Standards	External
Standards for Registered Training Organisations (RTOs) 2015	Regulatory Standards	External
Library Collection Development Policy	Policy	Internal

Section 4 – Change History

Version	Approval date	Department	Approved by	Change
V1.0		Technology & Design Division	Executive Dean	Document creation.
		Redhill Education	General Manager, Group Quality, Accreditation & Compliance	