

Library Policy

Section 1 - Purpose

(1) This Policy sets out how Macquarie University will provide and enable Access to Library collections, Learning Spaces, Facilities and Services.

Background

(2) Library resources and Services are central to the education, research and administrative activities of the University. The University is committed to providing equitable, inclusive and client-focused Access to library collections and Services which connect our people to relevant resources and expertise.

Scope

(3) This Policy applies to all Authorised Library Users, all Library staff, and to all visitors to the Library. This Policy acts as a framework to guide decision-making and actions regarding the development and management of Library collections, Spaces, Facilities and Services.

Section 2 - Policy

Authorised Library Users

(4) Macquarie University (the University) operates one centralised library. The Library's primary purpose is to provide collections, Spaces, Facilities and Services for current students and current academic and professional staff in support of the strategic aims of the University. All current students and staff are by default Authorised Library Users.

(5) The Library also provides Access to other authorised users who may be registered for Library membership under [conditions](#) determined by the University Librarian and communicated on the Library website. Membership fees may be charged to some groups of authorised users. The University Librarian determines membership conditions which may be changed from time to time.

(6) Authorised Library Users require a University Campus Card (Campus Card) to borrow physical Collection items and to Access some Learning Spaces.

(7) Authorised Library Users may be required to show their Campus Card or photographic identity when requested by an authorised representative of the University Librarian.

(8) Authorised Library Users require a OneID login to Access electronic resources and specific digital Services.

(9) Other visitors can browse physical collections and have limited Access to public Spaces and some digital Services and resources while in the Library building.

Access and Conditions of Use for Library Spaces, Facilities and Services

(10) The Library aims to provide inclusive, safe and welcoming Spaces, Facilities and Services which are conducive to learning and research.

- (11) The Library provides a range of online and in-person Services which connect users to relevant resources, support and expertise. Services are provided within the framework of the University's Professional Staff Service Charter which guides library Services and sets expectations for providing high-quality and respectful client interactions.
- (12) All Authorised Library Users and visitors may use public Spaces in the library building, noting priority is given to current Macquarie University staff and students.
- (13) The University Librarian may designate Spaces and Facilities with discrete Access privileges and conditions of use to meet the needs of specific student and staff cohorts.
- (14) Authorised Library Users and visitors using Library Spaces, Facilities and Services must respect the rights of others to study, learn and research without undue disturbance, and the rights of Library staff to work in a safe environment. Authorised Library users and visitors must comply with any notices related to the use of Library Learning Spaces and Services and any reasonable instruction given by a member of Library staff or University Security Staff.
- (15) Authorised Library Users and visitors whose behaviour is likely to disrupt the comfort or safety of themselves or others, or is not in accordance with the [Student Code of Conduct](#) or [Staff Code of Conduct](#) may be required to leave the Library building.
- (16) All use of information technology by Authorised Library Users and visitors, including Facilities in the Library and loaned equipment, must comply with the [Acceptable Use of IT Resources Policy](#).
- (17) Authorised Library Users and visitors are responsible for the security of any personal possessions brought into the Library Spaces.
- (18) Children must be supervised by an adult while in Library Spaces.
- (19) Library Spaces and Facilities must not be used for commercial purposes. Permission must be sought from the University Librarian for filming or photography in the Library.

Access and Conditions of Use for Library Collections

- (20) The Library provides a range of discovery tools and Services to facilitate Access to print and electronic collections, in accordance with relevant legal and regulatory requirements including copyright and licencing agreements.
- (21) Authorised Library Users and visitors are required to comply with the [Copyright Act 1968](#), and amendments and regulations currently in force, when using the Library collections both on and off-campus.
- (22) Authorised Library Users and visitors are required to comply with all licencing requirements for electronic resources in the Library collections and the [Acceptable Use of IT Resources Policy](#). This includes, but is not limited to:
- a. only using electronic resources for non-commercial research and educational purposes;
 - b. limiting copying and downloading to what is allowed under copyright law, and only for personal research and educational purposes, including avoidance of excess downloading; and
 - c. not sharing account details or assisting unauthorised users to gain Access to electronic resources.
- (23) Authorised Library Users may borrow from the physical Collection using their Campus Card, according to [membership conditions](#) as determined by the University Librarian.
- (24) Authorised Library Users are responsible for items they have borrowed and may be subject to library fees when items are damaged or not returned by the due date, according to [borrowing conditions](#) as determined by the University Librarian and communicated on the Library website.

Collection Development and Management

(25) Information resources for the Library Collection are acquired primarily in electronic format to maximise accessibility.

(26) Information resources may be acquired in other formats such as physical media, where Library staff determine these best meet client requirements, are the most cost-effective option, or where the format is an important aspect of the value and utility of the material.

(27) Library staff work cooperatively with partners in faculty and across the University to build library collections, but the University Librarian is ultimately responsible for the development and maintenance of print and electronic information resources, in line with the [Delegations of Authority Register](#).

(28) The Library does not generally accept donations of items for its collections. In exceptional circumstances the Library may consider donations of items for our Rare Books and Special Collections. Any donations must comply with the [Gifts, Benefits, and Entertainment Policy](#). The Library reserves the right to decline or dispose of any donated material.

(29) Library staff are committed to maintaining the strictest standards of ethical behaviour and operating within all legal and regulatory requirements when acquiring materials for the University Library Collection.

Section 3 - Procedures

(30) Nil.

Section 4 - Guidelines

(31) Nil.

Section 5 - Definitions

(32) The following definitions apply for the purpose of this Policy:

- a. Access means the privileges granted to a specific category of Library user in relation to the collection, Spaces, Facilities and Services provided by the Library.
- b. Authorised Library User means any person or group approved by the University Librarian as having a defined level of Access to the Library's collection, Spaces and/or Services.
- c. Collection Development means the management of information resources through their life cycle of selection, acquisition, description, Access, evaluation, and retention.
- d. Collection(s) means the physical and electronic information resources including books, journals, databases, videos, and other resources provided by the Library.
- e. Service(s) means the physical and virtual activities undertaken by Library staff in response to Library users' educational and research needs, including consultation, training and enquiry management, and to facilitate Access to the Collection and Spaces.
- f. Spaces or Learning Spaces means the physical environment provided by the Library.
- g. Facilities means the equipment, technology and specialist tools provided in the Library to support Access to collections and Services, and research and education activities including print/scan/copy devices, desktop computers, laptops, and Wi-Fi.

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