

***POLICY***  
**LIBRARY SERVICES AND CIRCULATION**  
**(03.004)**

**POLICY**

The Northland Polytechnic Library shall provide a client focused service, linked closely to academic programmes and developments, which facilitates access to Library systems and information resources by students, staff and other users from throughout Northland Polytechnic's catchment.

**PURPOSE**

To guide the organisation in appropriate management and resourcing of the library services to ensure that the library is best able to meet the needs of Northland Polytechnic's students and staff.

**APPLICATION AND SCOPE**

This policy applies to Northland Polytechnic Library and all staff, students and other Library users.

**DEFINITIONS**

**COMPLIANCE OBLIGATIONS**

<b>Responsibility</b>	Library Manager
<b>Approval dates</b>	November 2008
<b>Next Review</b>	November 2011

**OTHER RELATED DOCUMENTS**

Policy: Library Collection Development (03.003)

**PROCEDURE/GUIDELINES**

**1.0 Membership**

1.1 Admission to the library and use of its material and services are conditional upon observation of Section 2 and 3 of these Procedure/Guidelines.

- 1.2 All members of the Council, all Polytechnic staff and students who are enrolled (on an award bearing course of at least 40 credits) at Northland Polytechnic are eligible to use the library for reading, reference and borrowing.
- 1.3 The following persons are also entitled to join the library on payment of an annual fee of \$150.00:
  - 1.3.1 extramural students of any University or ITP, resident in Northland;
  - 1.3.2 other persons whose written applications have been approved by the Library Manager;
  - 1.3.3 by special permission of the Library Manager any person not included above may be granted the right to use Library facilities.

## **2.0 Code of Conduct**

- 2.1 Everyone in the library shall respect the rights of other library users at all times
- 2.2 Students must produce a current ID card on request.
- 2.3 Any person leaving the Library must present all books and personal property for inspection when requested.
- 2.4 Cell phones should be switched off or to silent mode. Noise restrictions in quiet study areas should be observed.
- 2.5 Library users may not smoke in any part of the Library.
- 2.6 Library staff may require any person who behaves in a disorderly or improper manner or is otherwise in breach of the code of conduct to leave the library immediately. Library privileges may be withdrawn from a library user who breaches these rules for a period determined by the Library Manager.
- 2.7 A library user must not deface or mark any book or any piece of library furniture or property.

## **3.0 Borrowing**

- 3.1 ID cards are not transferable; Library users shall be held responsible for any material which is issued on their card.
- 3.2 If a library card is lost, the user must inform the Library immediately in order to block unauthorised use.
- 3.3 Every library user must inform the Library at once of any change of their address.
- 3.4 All borrowed material should be returned to the Library Circulation Desk or by mail addressed to: Northland Polytechnic Library, Private Bag 9019, Whangarei 0148. When the Library is closed, books may be returned via the Returns Slot at the entrance to the Library.
- 3.5 Any item on loan may be recalled by a Librarian if it is required urgently for any reason. Recalled items become due for return on the date specified on the recall notice, whatever the original period of loan may have been.
- 3.6 The Library is under no obligation to notify borrowers when material is overdue.
- 3.7 Any borrower failing to renew or return borrowed material by the due date shall be notified, and if the item is not returned within 14 days of the due date a Librarian shall send to the borrower an invoice, which shall include an administrative charge of \$10.00. This may affect the right to receive results and to graduate.

- 3.8 Borrowing privileges may be withdrawn from a borrower who retains any book overdue for return, or who has any Library fee exceeding \$10.00, for one week or more.
- 3.9 Library material leaving the Library remains the personal responsibility of the borrower until its return to the Library. In the event of loss or serious damage, the borrower shall be responsible for reporting such loss or damage and may be liable to pay the full cost of replacement, to which may be added an administrative charge of \$10.00.
- 3.10 Lost material remains the property of Northland Polytechnic despite payment of any charge for its replacement, and must be returned to the Library if subsequently found. A refund of the replacement charge may be made.

#### **4.0 Inter-Library Loan**

- 4.1 Staff and students may apply for material to be borrowed for them from other libraries on conditions imposed by the lending library in each case.

#### **5.0 Copyright**

- 5.1 Any person making use of the photocopying/printing facilities of the Library shall comply with the current law on copyright.

#### **KEY WORDS**

Library  
Collection  
Book  
Video

**SIGNED:** R Scobie **Date:** July 2010  
**Director Institutional Quality  
under delegation from Academic  
Board**