

Library Policy

Commencement Date: 1 December, 2008

Category: Library

1. PURPOSE

This policy is to ensure the Curtin Singapore Library meets the needs of students by the provision of materials, services and facilities to support the learning, teaching and research endeavours of the students and staff members of Curtin Singapore. Further it is to ensure that Library materials, services and facilities are used equitably and appropriately.

2. APPLICATION

All Curtin Singapore staff and students.

3. EXCEPTIONS

Nil

4. DEFINITIONS

Library

The Curtin Singapore Library, which is under the management control of the Curtin Singapore Librarian. The Curtin Singapore Librarian is responsible for the budget, staffing and day-to-day management of the Library.

Library Facilities

Include all the accommodation, furniture and equipment, including but not limited to computing equipment, provided at or by the Library.

Library Material

Include all resources held or provided by the Library, regardless of format, including but not limited to books, journals, papers, audio-visual and electronic resources.

Library Services

Are those services provided to users by Library staff; e.g., reference, loans and document delivery.

User

Means a user authorised by the Curtin Singapore Librarian to use library materials, library services and library facilities.

5. POLICY STATEMENT

5.1 Delegation

Curtin Singapore will adopt procedures to facilitate the efficient and effective use of the Library to support the teaching, learning and research of its students and staff.

A series of schedules shall be developed and adopted by Curtin Singapore in regard to the library rules, regulations and processes.

Conditions of use and associated fees, fines and other penalties relevant to the Library shall be recommended by the Curtin Singapore Librarian and approved by the Pro-Vice Chancellor.

The Curtin Singapore Librarian shall be responsible for the Library, including the supervision of the Library in accordance with these Procedures.

All users of the Library who wish to avail themselves of the Library facilities or services must be registered as a student or staff member of Curtin Singapore.

Users of library resources must adhere to Rules developed for the library and comply with directions given by the Librarian in accordance with this policy

The Curtin Singapore Librarian may:

- (i) delegate any power or duty conferred by this Policy and accompanying procedures to any member of the Library staff on approval of the Pro Vice-Chancellor; and
- (ii) authorise any member of the Library staff to act under and for the purpose of this Policy and associated procedures.

6. OBJECTIVES

The objectives of the Procedures that follow are to ensure the equitable and appropriate use of Library materials, services and facilities.

RESPONSIBILITIES	
Policy Owner	Director of Academic Services
Contact	Librarian
Review Date	08 October 2012

Revision Ref No.	Approved /Rescinded	Date	Committee / Board	Document Reference
Version 1	Approved	01 Dec 08	Executive Committee	NIL
Version 1.1	Approved	01 Nov 09	Executive Committee	Change of Logo and Format
Version 2	Approved	08 Oct 10	Executive Committee	Executive Committee Meeting Minutes