
Library Statute

Library Library Policy Group

1 Purpose

The University Library is provided for the purpose of study and research by students and staff of The Victoria University of Wellington ('the University'). The purpose of this Statute is to ensure that the resources, services and facilities provided by the Library are used equitably and appropriately.

2 Organisational Scope

This is a University-wide statute.

3 Definitions

For purposes of this Statute, unless otherwise stated, the following definitions shall apply:

Library:	The collections, services and facilities managed and provided by the Library at all University locations and the services and resources provided by the Library across the campus network or the Internet.
Library material:	All printed, manuscript, pictorial, archival, audiovisual, microform and digital resources provided by the Library.
Library staff:	Employee appointed to the Library on a full-time, part-time or casual basis.
Library user:	Any person who enters Library premises or connects to a Library resource remotely, with the purpose of using any service offered by the Library.
Research paper:	A paper, project or essay which is a research component of an Honours or Master's degree equal to one or more papers and which does not satisfy the definition of a Master's thesis.
Thesis:	A substantial body of work that contains the result of research undertaken for either a Doctoral or Master's degree.
University Librarian:	The overall manager of the University Library or the person acting in that position. As appropriate, the University Librarian may delegate responsibilities under this Statute to other Library staff.

4 Statute Content and Guidelines

4.1 Authorised Library Users

- (a) The following persons are authorised Library users:

- i. Students currently enrolled at the University whether full-time, part-time or on short courses;
 - ii. Current and retired University staff;
 - iii. Teaching and research staff of the New Zealand School of Music, the Wellington School of Medicine of the University of Otago, and staff of Research Centres and Institutes located within the University;
 - iv. Members of the University Council;
 - v. University Alumni; and
 - vi. Members of the public, while not permitted to borrow or use the digital resources, may use the Library for research or study purposes, provided they observe the conditions set out in s4.2 of this Statute.
- (b) The University Librarian has discretion to determine services to be offered by the Library to additional users. These include:
- i. prospective Doctoral Degree students;
 - ii. members of organisations which are affiliated, have a written agreement or memorandum of understanding or which have a special relationship with the University;
 - iii. individuals, institutions, groups or conferences delegates wishing to use the Library for short periods or for specified purposes; and
 - iv. individuals engaged in research work, provided they satisfy the University Librarian that their needs cannot reasonably be met in other ways.

4.2 Conduct and behaviour of Library Users

- (a) Every authorised user of the Library is expected to comply, as appropriate, with the [Staff Conduct Policy](#) and/or the [Student Conduct Statute](#), and with other applicable University statutes, policies, procedures and guidelines.
- (b) Every authorised user of the Library has a right to pursue work without unnecessary disturbance or distraction and has a corresponding duty to respect the rights of other users. Mobile phones and other electronic devices must be used in a responsible and non-disruptive manner.
- (c) Library users must comply with Library staff directions regarding conduct, safety and well-being of other users, use of the collections and must identify themselves if requested.
- (d) A quiet environment suitable for study must be maintained as far as possible throughout the Library buildings, except in areas specifically set aside for group work.
- (e) Library users may bring cold food and covered drinks into the Library, with the exception of the J.C. Beaglehole Room. Hot food is not permitted to be consumed in, or delivered to, the Library.
- (f) Library users must leave the Library promptly at closing time or when evacuation of the building is required.
- (g) The Library accepts no responsibility for personal belongings brought into the Library.
- (h) Seats in the Library may not be reserved and items left unattended on chairs, tables, etc. may be removed by Library staff.
- (i) The Library has the discretion to use the spaces it manages as required.

- (j) Personal laptop computers and portable devices are used in the Library at the owner's risk.
- (k) Library users who use the University's Information Systems and computing facilities located in the Library must comply with all applicable University statutes, policies, procedures and conditions of use.

4.3 Hours of opening

- (a) The hours of opening are determined by the University Librarian. These may be varied at his/her discretion. Any variation will be appropriately notified.
- (b) The hours of opening are found on the Library's website.

Note: opening hours may be found at <http://library.victoria.ac.nz/library>.

4.4 Cards to use the Library

- (a) No person may borrow material from the Library without having a current University Student ID or Library card, which must be produced on request.
- (b) Library users shall report the loss of a Library card to Library staff as soon as practicable.

4.5 Borrowing and using Library materials

- (a) Any Library material, including equipment, software, etc. may be borrowed by a user who is entitled to do so, unless the material is restricted for use in the Library only. Borrowing information is found on the Library website.

Note: borrowing information may be found at <http://library.victoria.ac.nz/library/borrowing/index.html>

- (b) No person shall remove any material from the Library without first having the loan properly recorded;
- (c) During the period of a loan the user is responsible for:
 - i. the care and safekeeping of the material;
 - ii. notifying Library staff if the borrowed material becomes lost, stolen, damaged or destroyed; and
 - iii. returning borrowed material on or by the date due.
- (d) Borrowed material may not be passed to another Library user without being re-issued in that user's name.
- (e) No Library materials shall be privately loaned or otherwise disposed of by any user.

4.6 Restrictions and recall provisions

- (a) Library staff may, where appropriate:
 - i. withhold or restrict the circulation of any Library material;
 - ii. limit the number of items in the possession of a user at one time; or
 - iii. recall borrowed Library material.
- (b) Recalled material shall be returned by the date specified in the recall notice.

4.7 Loss of Library materials

- (a) Lost material remains the property of the Library and must, if found, be returned, notwithstanding the payment of any charge for replacement of lost material.

- (b) A standard uniform fee is charged for replacement costs, irrespective of the cost of replacement.

4.8 **Fines and sanctions**

- (a) Where material is not returned by the due date a prescribed fine shall be imposed.
- (b) Library staff may exercise discretion with the imposition of fines.
- (c) A current schedule of Library charges is found on the Library website.

Note: charging information may be found at <http://library.victoria.ac.nz/library-v2/using-library/borrowing?#title3>

- (d) Where material is not returned or a charge levied under this Statute remains unpaid after 28 days, the University Librarian may suspend the user from using the Library until the item is returned and the charges paid. If necessary, Library staff may place a hold on the user's record in the University's Banner system. This may lead to a user not being able to:
 - i. have their assessment results credited to their academic records;
 - ii. enrol in any other University course;
 - iii. have their academic records transferred to any other university; or
 - iv. have their academic transcripts or any other certificates issued.

4.9 **Digital access**

- (a) Terms of access to digital resources provided by the Library depends upon the licence agreement with the vendor.
- (b) Access to digital resources may be restricted to on-campus use only.
- (c) Access to digital resources is provided to an individual for their use only. Users will be held responsible for managing the use of their account and access may be suspended if Library staff has evidence that there are multiple users on a personal account or if vendor licence restrictions have been infringed.

4.10 **Copying, printing and downloading**

- (a) All users of Library materials are personally responsible for ensuring that they observe the requirements of copyright legislation (including the [Copyright Act 1994](#) and the [Copyright \(Infringing File Sharing\) Amendment Act 2011](#)) currently in force in New Zealand.
- (b) Any violation of current legislation is a serious breach of University conduct statutes and policies, as well as a breach of New Zealand law.

4.11 **Discipline**

- (a) Where a person using the Library allegedly breaches the conditions set out in s4.2 of this Statute, the University Librarian may, where appropriate:
 - i. request that the person complies with the Statute, either orally or in writing;
 - ii. require the person to leave the Library for any period up to the end of that day; or
 - iii. require the person to pay the cost of repairing or replacing materials that the person has damaged.
- (b) The University Librarian will take appropriate action as set out in s4.6.1 of the [Student Conduct Statute](#), where a person:

- i. commits a serious breach of any of the provisions of this Statute;
- ii. commits repeated breaches of this Statute which when taken together amount to a serious breach; or
- iii. fails to comply with any reasonable requirement of the University Librarian under s4.11(a).

4.12 Theses, research papers and research outputs

4.12.1 Deposit of theses

- (a) The Library only accepts and provides access to a thesis where a Doctoral or a Master's degree has been awarded.
- (b) One bound print and one digital copy of the final version of the thesis must be deposited in the Library.

Note: guidelines for thesis formatting are found at

<http://library.victoria.ac.nz/library/about/policies/theses-format.html>.

- (c) Research data associated, with or which forms part of the thesis, may also be deposited in the Library.
- (d) Theses are widely available on the Internet either through the ResearchArchive or through the RestrictedArchive, which is accessible to University staff and students only.
- (e) Permission may be sought to withhold a thesis in accordance with the [Withholding of Theses Procedure](#).

4.12.2 Deposit of research papers

- (a) Where a particular Faculty, School or Programme mandates, a copy of a research paper accepted as part of the requirement for the degree must be deposited in the Library.
- (b) Copies of research papers, other than those mandated through s4.12.2(a), may be deposited in the Library.
- (c) All research papers are accessible on the Internet only through the ResearchArchive.

4.12.3 Deposit of research projects and/or research data

- (a) Copies of any research project or research data by University staff, students or alumni, may be deposited in the Library.
- (b) All research projects or research data are accessible on the Internet only through the ResearchArchive.

4.12.4 Deposit of preprint and postprint papers and articles

- (a) Digital copies of pre-peer-reviewed works ("preprints") may be deposited in the ResearchArchive.
- (b) Digital copies of post-peer-reviewed works ("postprints") may be deposited in the ResearchArchive, provided:
 - i. the author has not yet transferred copyright to a publisher and asks to retain copyright; or
 - ii. the publisher has given permission for postprint archiving to the author.

5 Legislative Compliance

The University is required to manage its policy documentation within a legislative framework. The legislation directing this statute is the:

[Copyright Act 1994](#)

[Copyright \(Infringing File Sharing\) Amendment Act 2011](#)

[Official Information Act 1982](#)

6 References

[Information Security Policy](#)

[Information Systems Statute](#)

[Safe Campus Policy](#)

[Staff Conduct Policy](#)

[Student Computing Environment – Guide to Student Obligations](#)

[Student Conduct Statute](#)

[Withholding of Theses Procedure](#)

7 Appendices

None

8 Approval Agency

University Council

9 Approval Dates

This statute was originally approved: 1992

This version was approved on: 30 June 2014

This version takes effect from: 30 June 2014

10 Statute Sponsor

University Librarian

11 Contact Person

The following person may be approached on a routine basis in relation to this Statute:

Client Services Manager

Ext: 9520