

Library Circulation Policy

Controlled Document – refer to Intranet for latest version

Category: Academic

Date Created: 1997

Responsibility: Library and Learning Manager

Date Last Reviewed: October 2016

Approval: Executive Director Student Success

Version: 16.1

Purpose

To guide UCOL Library in ensuring fair and equitable access to its Collections which are designed to support the Mission and Goals of UCOL.

Scope

This policy applies to UCOL Libraries (Palmerston North, Whanganui and Masterton) and all students, staff and users who access the Library's collections.

Responsibility

The Senior Librarian Knowledge Hub has ultimate responsibility to ensure that all users' needs are given due consideration therefore the Senior Librarian Knowledge Hub has the discretion to implement changes to borrowing policies as required.

All library users are expected to respect the needs of other library users and to extend this care and consideration to the use of library resources

Policy Statements

Access

Borrowing rights and privileges are extended to all current UCOL students enrolled in fee paying courses offered by UCOL, staff currently employed by UCOL and members of the UCOL Council. The official UCOL Student and Staff ID becomes the library user card on registration with the library.

To assist with learning initiatives and opportunities limited borrowing rights may be offered to others in the community at the discretion of the Senior Librarian Knowledge Hub and Executive Director Student Success.

Electronic access to the library's collections and online circulation services are a priority both currently and in future planning to assure equitable access and enhance flexible delivery.

Loans and Lending

A variety of lending and loan procedures are in place and will be reviewed regularly. Changes are made at the discretion of the Senior Librarian and in consultation with appropriate stakeholders to ensure fair and equitable access to all library resources by all users.

Hours

Regular reviews of library hours will be carried out with input from appropriate stakeholders being sought. Changes to hours of opening will be made at the discretion of the Senior Librarian Knowledge Hub in consultation with the Executive Director Student Success and focussed on meeting library user's needs within available resourcing.

The Library's hours will be published on the library's web pages, in printed library guides and displayed in the library.

Relevant Legislation

- Copyright Act 1994
- Privacy Act 1993 (Privacy Act 2020 from 1 December 2020)

Related Documentation

- [Library Collection Development Policy](#)
- [Library Collection Development Procedure](#)
- [Library Circulation Procedure](#)