



CHRISTIAN HERITAGE COLLEGE

POLICY: Library Conduct

Policy Group(s): Group C: Administration – 2. Library (Ref: C2/0707.2-0612)

Related Policy: Library Borrowing
Library Equipment Usage

Commencement Date: July 2007 **Review Date:** June 2017

POLICY STATEMENT

Intent:

The Christian Heritage College (CHC) library requires students to abide by set conduct rules to ensure the library remains a safe and conducive environment for study and research.

Scope: This policy applies to all CHC students, staff and visitors to the library.

Restrictions: Nil

Exclusions: Nil

Objectives:

1. To provide an environment conducive to study and research by keeping noise levels, interruptions and disturbance to library users to a minimum.
2. To provide security for library resources and equipment.

Policy Provisions:

1. Patrons are expected to behave appropriately with respect for other users at all times.
2. Discussion should be held only in group study areas.
3. After two warnings from library staff about misconduct or excess noise, a patron may be asked to leave the library. Continued misconduct may result in suspension from the library for a period of time.
4. Food and beverages are not permitted in the computer rooms.
5. Only beverages with a secure lid are permitted in the rest of the library.

Supporting Procedures and Guidelines:

1. Rules for library conduct are detailed in the “Guide to the Learning Hub” booklet which all students receive when commencing studies at CHC. The Guide is also available on the CHC web site in the library page.

POLICY FURTHER INFORMATION

Relevant Commonwealth/State Legislation Nil

ACCOUNTABILITIES

Implementation: Library staff
Compliance: CHC Librarian
Monitoring and Evaluation: Library staff
Development/Review: Library staff
Approval Authority: CHC Executive
Interpretation & Advice: CHC Librarian

WHO SHOULD KNOW THIS POLICY?

CHC Staff
Students
Visitors to the library

EFFECTIVENESS OF THIS POLICY

Performance Indicators:

- Complaints/issues log maintained at circulation desk to be evaluated at the end of each term.
- Suspensions log maintained at circulation desk to be evaluated at the end of each term.
- Statistics on missing resources.

Other Nil

Definitions and Acronyms: CHC – Christian Heritage College

APPROVAL – section maintained by the Registrar

Reference No.	Approved	Date	Committee/Board	Resolution No. / Minute Ref.
C2/0707.2	Yes	27/09/2007	Committee of Management	4.1

REVISION HISTORY – section maintained by the Registrar

Revision Reference No.	Approved/Rescinded	Date	Committee/Board	Resolution No. / Minute Ref.
0612				