



CHRISTIAN HERITAGE COLLEGE

## **POLICY: Library Equipment Usage**

**Policy Group(s):** Group C: Administration – 2. Library (Ref: C2/0707.3-0612)

**Related Policy:** Library Conduct  
Library Borrowing

**Commencement Date:** July 2007      **Review Date:** July 2008

### **POLICY STATEMENT**

#### **Intent:**

To ensure most effective and appropriate usage of the equipment available in/through the library for patron and staff usage.

#### **Scope:**

This policy applies to all Christian Heritage College (CHC) students, staff and visitors to the library.

#### *Restrictions:*

1. Usage of equipment by external borrowers and visitors is permitted only in the library and only if not required by CHC students.
2. Computer permissions and restrictions are decided jointly by library and IT staff.

*Exclusions:* Nil

#### **Objectives:**

1. To provide users with reliable computer, printing, photocopy and internet facilities.
2. To ensure reliable audio visual equipment is available for student and staff usage.

#### **Policy Provisions:**

##### **1. Computers**

- 1.1 Two Computer Labs with multiple workstations are provided for student usage with access to the student network, including library databases, MS Office programs, other specific programs as requested by staff, the internet and the network printers. Costs are listed in the Guide to the Learning Hub
- 1.2 Access to these computers is password protected and students are required to familiarise themselves with the Username and Password provided to them by the IT department. Two quick reference computers are located near the Circulation Desk for catalogue searches. These computers do not have access to library printers.
- 1.3 Internet access is available on library computers.
- 1.4 Students are advised to save documents to a USB or other personal external device as, once the students log off, whatever changes have been made to the computer, including

documents saved to the desktop are lost. Notices to this effect appear at the point of logon on all library computers. Each student has 100mb of server space. This is to enable them to save documents to the server in the event of having forgotten their external devices. Saving to H drive (their space) is included in their logon notices.

- 1.5 When there is high demand for library computers, students are required to complete their computer usage as swiftly as possible and to avoid use of these computers for non CHC activity.
- 1.6 Copyright provisions and regulations are posted in the computer rooms and adjacent to copiers/printers.
- 1.7 Illegal copying/downloading of copyright software is prohibited.
- 1.8 No illegally copied software is to be used on any CHC computers. Any student found illegally using or copying software will be banned from using CHC's library facilities for a period of at least six months and will be placed on notice that, should a subsequent occurrence be proved, they will automatically be excluded from CHC under Provision 2.7 of the *Code of Conduct* policy.
- 1.9 Circulation desk computers, staff computers and printers are for library staff use only.
- 1.10 Library staff should lock the Circulation and Reference Desk computers whenever the Front Desk is left unattended.

## 2. **Audio-Visual Equipment**

- 2.1 DVDs can be viewed on equipment in the Seminar Rooms or on students' personal computers. Students are required to use headphones if using CDs/DVDs in open study areas.
- 2.2 Students may borrow digital cameras and tripods for on-campus use from the Circulation Desk. Bookings are essential and students are required to provide their own SD card.
- 2.3 All digital and IT equipment available for staff borrowing must be booked and borrowed through the Circulation Desk.
- 2.4 All digital and IT equipment must be returned immediately after use and any malfunctions must be reported at the time of return.

## 3. **Electronic Whiteboard**

An electronic whiteboard is available in Seminar Room 2 with ready access for plugging in USBs and laptops.

## 4. **Photocopiers/Scanner/Printers**

- 4.1 Black & white and colour copiers/printers/scanners are available in the Production Alcove and general study area. Access to the copiers is protected by a PIN.
- 4.2 Copiers function on a personal account system with automatic debiting. Students can deposit money on their account at the Circulation.
- 4.3 Students may print directly from the student computers or from a USB. USB documents must be in JPEG, PDF or TIFF format.
- 4.4 Students are not permitted to load paper or other media into the copier/printer without the express permission of library staff.

- 4.5 Photocopying material that is unauthorised or infringes copyright is prohibited. Copyright provisions and regulations are posted near the copiers.

#### 4. Production Alcove

- 4.1 Guillotines, cutters and a range of staplers are available free of charge in the production alcove.
- 4.2 A comb binder and laminator are also available for student usage. Materials can be purchased at the Circulation Desk. Current costs are displayed in the production alcove adjacent to the devices.

#### Supporting Procedures and Guidelines:

1. All computing, network and equipment problems are reported immediately by the library assistant to the CHC IT department which is responsible for maintenance, with the email cc'd to librarians
2. Faculty are to liaise directly with IT staff regarding any programs they wish to have installed on student computers.
3. IT staff will notify library staff of any programs they have added.
4. Photocopier break downs and maintenance requirements are reported immediately by library staff to the Business Office. Machine number and meter reading are to be included in the report.
5. Immediately toner is changed in printers and photocopiers, library staff lodge a request for replacement cartridges with the Business Office.
6. Paper for printers and photocopiers is obtained from the Business Office. The Library Assistant is responsible for monitoring and maintaining appropriate stock levels.

#### POLICY FURTHER INFORMATION

**Relevant Commonwealth/State Legislation** Sections of the Copyright Amendment Act 2006 – in relation to the reproduction of works and the copying of public editions – from the Commonwealth of Australia.

#### ACCOUNTABILITIES

<b>Implementation:</b>	Library staff
<b>Compliance:</b>	CHC Librarian
<b>Monitoring and Evaluation:</b>	Library staff
<b>Development/Review:</b>	Library staff
<b>Approval Authority:</b>	CHC Executive
<b>Interpretation &amp; advice:</b>	CHC Librarian

#### WHO SHOULD KNOW THIS POLICY?

CHC Staff

Students  
Visitors to the library

## EFFECTIVENESS OF THIS POLICY

**Performance Indicators:** •

**Other**

**Definitions and Acronyms:** CHC – Christian Heritage College  
IT – Information Technology

## APPROVAL – section maintained by the Registrar

Reference No.	Approved	Date	Committee/Board	Resolution No. / Minute Ref.
C2/0707.3	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				