

## LIBRARY REGULATIONS

These Regulations apply to Libraries of the Auckland University of Technology.

### 1 Membership

- 1.1 The following shall be entitled to membership of the Library:
  - 1.1.1 Staff and students of the University.
  - 1.1.2 Staff of the University's Students' Association (AUTSA).
  - 1.1.3 Members of the University Council, University Advisory Boards, and persons awarded an honorary status by the Council of the University.
  - 1.1.4 Persons who are officially and currently engaged in research and/or teaching students of the University.
- 1.2 The following are entitled to free membership to access the print collection and where licences permit, access to e-resources within the Library:
  - 1.2.1 Alumni.
  - 1.2.2 Staff and students of associated organisations that have a written agreement, or memorandum of understanding, with the University that specifically includes Library membership.
  - 1.2.3 Staff and students from other New Zealand and Australian Universities accessing the Library collection in person if their institutions are members of reciprocal borrowing schemes.
- 1.3 Members of the public may apply for external membership, for which a fee is charged.

### 2 Access

- 2.1 Access to, and use of, electronic resources must comply with specific licences, and may be restricted to members of the University.
- 2.2 A current University ID card must be presented to borrow Library material.
- 2.3 Borrowed materials remain the member's responsibility until they are returned to the Library.
- 2.4 Library materials may be recalled at any time and members will be advised of the new due date by email. Disregard of a notice recalling Library material may incur suspension of borrowing privileges.
- 2.5 Members may be charged the replacement cost of materials they lose or damage.
- 2.6 Members with unpaid Library charges may have their academic results withheld and/or lose their Library borrowing privileges.
- 2.7 The loss of a University ID card should be reported to Library staff immediately to avoid liability for any costs incurred from another person using that card.
- 2.8 Contact details should be updated with the University.
- 2.9 At peak times access may be restricted to current students and staff.

### 3 Conduct and Behaviour

- 3.1 Library members must comply with any instructions from authorised staff, and are required to produce their University ID card at any time if asked by Library or Security staff.
- 3.2 Smoking, illegal drug use, alcohol and hot and/or messy food is prohibited in the Library. Drinks must be in lidded or capped containers. Authorised staff may confiscate hot and/or messy food as well as drinks not in lidded or capped containers.
- 3.3 Cell phones and other devices are permitted provided they are switched to silent mode.
- 3.4 Library property and resources must not be damaged, defaced or inappropriately used and must be left fit for use for other Library members. Library resources include hardware and software. Library members should notify the Library if property or resources are damaged, defaced or inappropriately used or accessed.
- 3.5 Noise levels must be appropriate to the study space being used. Silence is to be observed in silent study areas.
- 3.6 The Library does not accept responsibility for personal belongings left unattended in the Library. Books and any other articles left unattended in the Library may be removed by authorised staff.
- 3.7 Authorised staff may inspect bags and personal belongings if the alarm sound when exiting a building.
- 3.8 In cases of emergency members are required to vacate the Library in accordance with instructions issued by authorised staff.
- 3.9 Children must be accompanied and appropriately supervised by an adult at all times, while in the Library.
- 3.10 All users of copying and printing facilities must adhere to New Zealand Copyright law.
- 3.11 Notices and/or products may not be distributed or posted in the Library without permission from authorised staff.
- 3.12 No one may film or take photos in the Library without permission from authorised staff.
- 3.13 Loanable items must be issued before being removed from the Library. Written approval is required from the University Librarian to take loanable items out of New Zealand.
- 3.14 The Library is a place of study for AUT community. All members shall respect the rights of other Library members to pursue their studies without unnecessary disturbance or distraction.

Members who do not adhere to the Library Regulations may have their borrowing privileges suspended, be temporarily excluded from the Library, and/or face discipline under the University Discipline Statute.