



Library Policy

Policy Area: Academic Governance

Approval: Chair, Academic Council

1. PURPOSE

This document establishes the policies that govern Sheridan Library's operations, collections, services, and user responsibilities. It supports Sheridan Institute of Higher Education's (SIHE) academic mission by ensuring equitable access to high-quality information resources, protecting intellectual property rights, safeguarding user privacy, and promoting an inclusive, safe and sustainable learning environment.

2. AUDIENCE

Academic staff, Student Services, students

3. GOVERNANCE AND LEGAL COMPLIANCE

3.1 Authority

Sheridan Library operates under the delegated authority of SIHE. The Director of Library and Information Services is responsible for policy implementation and day-to-day management.

3.2 Advisory oversight

The Executive Principal, Director of Library and Information Services, and relevant stakeholders, provide strategic advice and review major policy changes.

3.3 Legal and regulatory compliance

Library activities comply with applicable Commonwealth and State legislation, including but not limited to the *Copyright Act 1968*, *Privacy Act 1988* and *Australian Privacy Principles*, *Higher Education Standards Framework (Threshold Standards) 2021*, *Fair Work Act 2009* and the *Disability Discrimination Act 1992*. The library conforms to Sheridan's institutional governance, risk management, and records-management frameworks.

4. ACCESS AND MEMBERSHIP

4.1 Eligibility

Current SIHE students and staff receive membership and borrowing privileges as a condition of enrolment/employment. External researchers and members of the public may apply for membership subject to the terms set by the library.

4.2 Membership categories and privileges

4.2.1 Students: Standard borrowing privileges; access to on-site and remote electronic resources consistent with license terms.

4.2.2 Staff: Extended borrowing privileges and priority access to reserve and course materials.

4.2.3 External members: Defined borrowing limits, restricted remote access to licensed resources.

4.3 Access conditions

All users must present valid identification, comply with library policies, and accept responsibility for borrowed materials. The library reserves the right to suspend or revoke privileges for non-compliance, misuse, or conduct that threatens safety or library operations.

4.4 Equity of access

The library provides reasonable adjustments and accessible services to users with disability and implements policies to promote cultural safety and inclusion, including recognition of Indigenous knowledge and culturally appropriate handling of sensitive materials.

5. COLLECTION, RESOURCES, AND SERVICES

5.1 Collection development

The library maintains a balanced, contemporary collection of print and digital materials selected to support Sheridan's curricula, research and community learning. Selection decisions are guided by relevance to teaching and research needs, budgetary constraints, currency, scholarly quality, and collection diversity. Donations are accepted at the library's discretion and must meet collection criteria.

5.2 Resource types and classification

Holdings include monographs, serials, audio-visual materials and licensed electronic resources. Collections are organised using established classification and metadata standards to support discoverability. The library actively pursues interoperable services (catalogue, discovery tools, link resolvers) and adheres to licensing and publisher terms for electronic resources.

5.3 Services

Core services include reference and research support, information literacy instruction, interlibrary loan and document delivery, course reserves, study spaces and technology access. Service hours and staff availability are published on the library website (<https://www.sheridan.edu.au/index.php/library>) and adjusted to meet academic calendar needs.

5.4 Digital access and licensing

Remote access to subscription databases and e-resources is governed by licence agreements. Users must not circumvent access controls or share credentials. Use of electronic resources is monitored for compliance with licence terms.

6. PRIVACY, CONDUCT, AND INTELLECTUAL PROPERTY

6.1 Privacy and data handling

The library collects and stores personal information necessary for membership, service provision and lawful record-keeping. Personal data is processed in accordance with the Australian Privacy Principles (Australian Government, 2022); users may request access to or correction of their personal information in accordance with Sheridan's privacy procedures.

6.2 Code of conduct

Users must respect staff, patrons and library property, maintain appropriate noise levels, and follow designated rules for food, drink and the use of equipment and facilities. Harassment, discrimination, theft, vandalism or other unlawful behaviour will be managed under Sheridan's student or staff conduct procedures.

6.3 Borrowing, returns and fees

Borrowing rules, loan periods, renewals, overdue fines, replacement and repair charges are published and enforced. Failure to return or pay for items may result in suspension of services and recovery actions.

6.4 Copyright and academic integrity

Users must comply with copyright law and licence terms when copying or using library materials. The library provides guidance on lawful use, proper attribution and avoidance of plagiarism. Staff will assist with copyright enquiries and manage requests for licence exceptions or course copying.

7. REVIEWING, MONITORING, AND REPORTING

7.1 Policy review

This policy will be reviewed every three years by Library leadership and the Learning and Teaching Sub-Committee (Policy and Procedure) or sooner if required by legislative change, major service change, or institutional priorities.

7.2 Monitoring and reporting

The library will monitor service usage, collection performance, user satisfaction and compliance with licences and legal obligations and will provide regular reports to Sheridan's governance structures.

The operational procedures, loan schedules, fee tables, and detailed service descriptions, are published on Sheridan Library web pages and the Library's published procedures and guidelines.

8. APPENDIX: DOCUMENT HISTORY AND VERSION CONTROL RECORD

Document Title: *Library Policy*

Source Documents:

Associated Internal Documents:

Associated External Documents: *'Australian Privacy Principles', Higher Education Standards Framework (Thresholds Standards) 2021.*
Australian Privacy Principles (2022).
Copyright Act 1968.
Privacy Act 1988
Fair Work Act 2009
Disability Discrimination Act 1992

Authorised Officer: Academic Principal

Approved by: Academic Council

Date of Approval:

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