



Library Access Policy

1. Purpose

The Library supports the learning, teaching and research functions of Western Sydney University International College (WSUIC) through provision of a relevant, contemporary, well- balanced collection and high quality, equitable access to resources. This Policy outlines how Western Sydney University International College students and staff can access library resources and the conditions under which this access is applied.

2. Scope

2.1 This policy is applicable to all students and staff of Western Sydney University International College.

3. Definitions

N/A

4. Policy Statement

4.1 The Library aims to acquire, preserve and provide access to diverse collections of scholarly information, made available ubiquitously to students, researchers and academics both on and off-campus.

4.2 This policy guides the Library's collection development activity to ensure the creation and maintenance of scholarly information supports the learning, teaching and research focus of Western Sydney University International College.

4.3 Western Sydney University provides library services under the Services Agreement.

5. Library Access

5.1 Current Western Sydney University student ID card or staff ID which is obtained through WSUIC's application process will be used to access Western Sydney University online and physical library facilities.

6. Loan Periods, Limits and Renewal

6.1 Standard Loans

- a) a total of 30 items at any one time
- b) 14 calendar day loan period per item with optional 14-day renewal periods up to a maximum of 84 days from the initial renewal date
- c) reference materials and journals are not available for loan
- d) late fees apply

6.2 Extended Loans



- a) a total of 60 items at any one time
- b) 28 calendar day loan period per item with optional 28 day renewal periods up to a maximum of 168 days from the initial renewal date
- c) reference materials and journals are not available for loan
- d) late fees apply

6.3 Staff Loans

- a) a total of 100 items at any one time
- b) 56 calendar day loan period per item with optional 56 day renewal periods up to a maximum of 336 days from the initial renewal date
- c) reference materials and journals are not available for loan

6.4 Renewals (items may not be renewed if any of the following conditions apply)

- a) item is from the Reserve Collection
- b) item is an electronic device
- c) item has been requested by another student
- d) item has been recalled
- e) item is overdue
- f) student has overdue items or outstanding late fees of \$10 or more
- g) student does not have a current membership

7. Late fees and Penalties

7.1 Students who fail to return items on or before the due date or specified time incur late fees and penalties. These fees and penalties are designed to assist students by maximising access to, and availability of, library materials. All fees referred to in this policy will be paid directly to Western Sydney University

8. Courtesy Notices

8.1 Library notices are sent as a courtesy only. When an item is borrowed, the student assumes full responsibility for the item, including return of the item on time. Failure to receive notices does not constitute the basis for waiving a late fee.

8.2 The following notices are sent to the nominated email address for Western Sydney University International College students:

- a) alert notice: two calendar days prior to item due date
- b) borrowing activity letter: second day of every month
- c) lost loan notification: 100 days past due date



- d) requested item notification: when item is available at the pick-up location
- e) recall notice

9. Overdue items: Suspension of Privileges

- 9.1 Further borrowing privileges are suspended when items on loan are not returned on or before the due date.
- 9.2 Borrowing privileges remain suspended until all overdue materials are returned and associated late fees discharged.

10. Late Fees: Possible Suspension of Privileges

- 10.1 Failure to return a borrowed item on or before the due date or time will incur a late fee on return of the overdue item(s)
- 10.2 Late fees payable directly to Western Sydney University are levied at the following rates:
- 10.3 Reserve Collection items \$2.00 per item per hour or part thereof
- 10.4 General Collection items \$1.00 per item per calendar day or part thereof
- 10.5 In circumstances where individual borrowers' late fees total \$10.00 or more, borrowing privileges are suspended.
- 10.6 Late fees are capped at a maximum amount of \$25.00 per item with the exception of electronic devices.
- 10.7 The Campus Librarian, Client Services Manager, Library, Lending Services Librarian, an Associate Librarian or the University Librarian may, in particular circumstances, (e.g. substantiated illness or misadventure) waive late fees.

11. Lost and Damaged Item Charges and Penalties

- 11.1 Lost items must be replaced or their replacement cost reimbursed.

12. Standard Fee

- 12.1 A standard fee of \$100.00 (minimum) or actual replacement cost per missing item applies for General or Reserve Collection items. A \$25.00 processing charge is levied in addition to the lost item charge payable directly to Western Sydney University.

13. Replacement

- 13.1 Lost items may be replaced by clients with an identical copy in good condition of same or newer edition of the lost work. Replacing a missing item incurs a processing fee of \$25.00.
- 13.2 A fee of up to \$2,500 will apply for loss or damage of Library electronic devices, powerpacks or Library identification materials.



14. Reimbursements

14.1 Lost item fees may, at the discretion of a Campus Librarian, Client Services Manager, Library, Lending Services Librarian, an Associate Librarian or the University Librarian be reimbursed should lost items subsequently be found and returned to the Library within six months of replacement fees being paid. In such instances, overdue fees and processing charges are not subject to reimbursement.

15. Quality and Compliance

15.1 This policy and procedure is reviewed periodically (at a minimum every two years) to ensure regulatory compliance, operational currency, the identification of continuous improvement opportunities and risk identification and mitigation. This review is reflected in Western Sydney University International College’s Quality, Compliance and Risk Management Frameworks.

16. Related Policies, Procedures, Guidelines and Legislation

- ☐ [Western Sydney University Library Collection Development and Access Policy](#)
- ☐ [Western Sydney University Library Loans Policy](#)

Amendment History

Approval Authority:		Western Sydney University International College Academic Board
Approval Date:		2 November 2016
Date for Next Review:		2 November 2025
Revision Date	Version	Summary of changes
2/11/2016	1.0	New Policy Developed and Implemented
09/11/2021	1.1	Addition of Clause 4.3- WSU provides Library Services.
02/11/2023	1.1	Policy reviewed, no amendments identified



Appendix A:

Library Access Policy Related Legislation and Shareholder Third Party Agreement Compliance Statement

Relevant Legislation: *Higher Education Standards Framework (Threshold Standards) 2021 Chapter 3 Section 2 Course resourcing and information is adequate Items 2.1 and 2.2, and Chapter 1 Section 7 Physical and electronic resources and infrastructure Item 7.1*

Library Requirements based on Third Party Agreement:

Western Sydney University International College has entered into Third Party Agreement with Western Sydney University/WSU Enterprises to provide course intellectual property which includes conditions to provide full WSU library and designated study area access to Western Sydney University International College lecturers and students. The categories for inclusion and access rights are:

- ☐ Service Agreement Students
- ☐ Service Agreement Staff

This Library Access Policy addresses conditions and process for Western Sydney University International College lecturers and students full access to Western Sydney University Library based on:

- ☐ Third Party Agreement conditions with Western Sydney University/WSU Enterprises
- ☐ Western Sydney University International College Summary of Key Responsibilities
- ☐ Adherence to Western Sydney University Loans Policy
- ☐ Adherence to Western Sydney University Library Development, Collection and Access Policy

Compliance with Higher Education Standards Framework (Threshold Standards) 2011:

Western Sydney University International College ensures that:

- ☐ resourcing for all courses of study are adequate to meet Western Sydney University International College projected enrolments for courses of study and for students to achieve the expected learning outcomes
- ☐ all students readily have access to Western Sydney University electronic and/or physical library and information resources required to achieve the learning outcomes of the course of study through Third Party Agreements arrangements
- ☐ Western Sydney University International College ensures that there are safe, well- maintained facilities and infrastructure sufficient to achieve expected student learning and research outcomes, as appropriate to the scale, scope, location, mode of delivery and nature of its courses of study, including library and/or learning resource centre spaces and collections, and electronic learning resources.