

Library services and regulations at NMIT

Admission to the Library Learning Centre and to the use of its resources and services is conditional upon compliance with the regulations of the Library.

1.0 Authorised users

1.1. The following persons may use all the resources and services offered by the Library:

1.1.1. enrolled NMIT students

1.1.2. staff of NMIT.

1.2. The following persons may use the resources and services offered by the Library except for interloan services and subscription databases:

1.2.1. members of the NMIT Council

1.2.2. members of the NMIT advisory committees

1.2.3. staff of any association of NMIT students

1.2.4. honorary members (NMIT graduate students and staff are eligible for a 12-month honorary membership within a year of leaving NMIT)

1.2.5. members of the public and approved institutional members who have paid an annual membership fee and become honorary members

1.2.6. students and staff of other tertiary education providers who have contracted Library services with NMIT.

1.3. Members of the public may be permitted to use the Library for reading and reference only when it does not inconvenience or disadvantage authorised users.

1.4. Authorised users that do not have an NMIT computer login may access temporary Guest WiFi on request at the Library helpdesk.

2.0 Student ID/Library cards

2.1 Student and Staff ID cards are issued by NMIT Information and Enrolments and are used as Library cards.

2.2 Authorised users must have, and be able to produce, a current NMIT ID card when using Library services or be able to confirm their identification, such as name, DOB and contact details.

2.3 ID cards are only to be used by the person named on the card. A proxy may only use the cards by prior arrangement with the Library.

2.4 Authorised users shall report the loss of their student ID card to Information and Enrolments or the Library.

2.5 Authorised users are responsible for notifying NMIT of changes to their contact details. Students can update their details via MyNMIT or via the Information and Enrolments team. Honorary members can request to update their details at the Library helpdesk.

3.0 Hours of opening

3.1 The Library shall be open to users Monday to Friday during the academic year except on public holidays, except for Richmond Library which is open term time only with variable access.

3.2 Details of the opening hours are posted at the entrance to the Library Learning Centre and on the Library website.

3.3 Opening hours may vary, and closures may be necessary at the discretion of Library management.

4.0 Borrowing entitlements and restrictions

4.1 Most Library resources will be issued to authorised users for three weeks. These items may be renewed twice if not reserved by another borrower.

4.2 Where teaching staff can demonstrate need, resources may be issued to them on extended loan to the end of the semester. Such a loan is subject to early recall if requested by another user. The resources will be due one week from the date of the recall notice.

4.3 Print reference resources may not be taken out of the Library.

4.4 Resources from the 3 Day Loan collection are issued for three days and can be renewed twice if not reserved by another borrower.

4.5 Class set resources are for certain courses predominantly. The borrowing period is determined by the Library in consultation with tutors.

5.0 Borrowing

5.1 No person shall remove any Library resources from the Library without first having the loan formally recorded.

5.2 All resources borrowed from the Library collection shall be returned on or before the due date.

5.3 The loss of any Library resource shall be reported to Library staff. Lost Library resources remain the property of NMIT and must, if found, be returned to the Library notwithstanding the payment of any charge for replacement of the lost resource.

5.5 No Library resource shall be privately lent or otherwise disposed of by any borrower.

5.6. Borrowers may have two 3 Day Loan collection items issued to them at once.

5.7 Borrowers may renew loans in person, by phone, email, via a Self-issue machine located in both the Nelson and Marlborough Libraries, via the Library Liberty Link mobile app or by signing into a personal MY LIBRARY account from the Library catalogue.

The renewal will be granted if the resource is not reserved by another borrower. Loans may be renewed twice unless reserved.

5.8 Library borrowers may reserve books currently out on loan to other borrowers.

5.9 Students and staff may request resources from other libraries via the Interloan service. See the [NMIT Library Interloan Policy](#) for more detail.

6.0 Costs and sanctions

6.1 Where Library resources are lost or damaged, the borrower will be required to pay the cost, as determined by the Library staff, for replacement or repair of the item. The Library will check its records and shelves before proceeding with invoicing. Library material not returned to the Library within 28 days (or 14 days for 3 Day Loan collection items) of the due date, will be regarded as lost.

6.2 Where the replacement charge for any lost material has been paid and the lost material is subsequently returned to the Library, the Library may authorise a refund.

6.3 Where Library resources become "overdue", further borrowing or renewals may be suspended, until the item(s) is/are returned or the relevant charges paid.

6.4 Where a borrower repeatedly returns 3 Day Loan collection resources after the due date/time, borrowing may be suspended.

6.5 Most costs charged by other libraries for the borrowing of interloans will be paid by the Library.

7.0 Conduct of library users

7.1 No person shall create unnecessary noise or disturbance in the Library.

7.2 Level two of the Nelson Library Learning Centre is a quiet zone.

7.3 No person shall deliberately or carelessly mutilate, damage or steal any Library material, equipment, furniture or fittings.

7.4 There are designated areas for eating hot and cold food within the Library Learning Centre.

7.5 Except with the prior authorisation of Library management, no person shall distribute or post any notices in the Library.

7.6 All people shall, when requested by a staff member, present their bags and personal belongings for inspection as they leave the Library.

7.7 All users of the Library shall identify themselves on request to a member of the staff.

7.8 Places in the study areas or computer suites may not be reserved by leaving books or other articles on the seats, tables, or machines.

7.9 All users of computers within the Library shall adhere to the NMIT computer use policies.

8.0 Copying

8.1 Every person who uses a copying or scanning machine in the Library shall observe the limits required by the Copyright Act 1994. For the information of users, a Copyright Warning notice is placed on each copying machine.

8.2 Every person who uses photocopying and printing facilities must pay the prescribed charges.

8.3 No refunds are available for unused funds on a user's PaperCut account.

8.4 The Library will refund costs for print jobs charged in error due to printer malfunction. Any malfunctions shall be reported to staff.

9.0 Discipline

9.1 Library management shall require any user engaged in disorderly or improper conduct (see section 7.0) to leave the Library.

9.2 In the case of any contravention or failure to comply with the Library Regulations, the Library management may, and in serious cases shall, report the person offending to the NMIT CEO.

9.3 Any student reported shall be subject to the disciplinary provisions of the NMIT Student Rules.