

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 and directives given by the Library Resources Manager or delegated supervisors.

1.0 Authorised users

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

1.1.1. all 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, external subscription databases and NMIT WiFi:

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. NMIT students are eligible for a 12 month honorary membership after graduating.

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 for library services with NMIT.

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

2.0 Student ID/Library cards

2.1 Student and Staff ID cards are issued from 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 Information and Enrolments of a change of their contact details.

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 and closed on Fridays.

3.2 Details of the opening hours are posted at the entrance to the Library Learning Centre and on the Library website and digital noticeboard in the Fishbowl Computer Café (Nelson).

3.3 Opening hours may vary and closures may be necessary at the discretion of the Library Learning Centre 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 particular 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 or as specified by teaching staff e.g. the class set collection.

4.5 Class set resources may only be issued on authorisation by the relevant tutor. The borrowing period is determined by the tutor.

5.0 Borrowing

5.1 No person shall remove any library resources from the Library Learning Centre 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 Learning Centre staff. Lost library resources remain the property of NMIT and must, if found, be returned to the Library Learning Centre 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 apply in person, or by phone, or use the Library website to renew loans. The renewal will be granted if the resource is not reserved by another borrower. Loans may be renewed twice.

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 Resources Manager for replacement or repair of the item, and a prescribed administrative charge. 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 within 28 days of the invoice date, the Library Resources Manager may authorise the refund of the charge minus the administrative charges.

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, the Library Resources Manager may suspend the borrower from using the 3 Day Loan collection.

6.5 Any costs charged by other libraries for 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 No person shall deliberately or carelessly mutilate, damage or steal any library material, equipment, furniture or fittings.

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

7.4 Except with the prior authorisation of the Library Resources Manager, no person shall distribute or post any notices in the Library Learning Centre.

7.5 All persons shall, when so requested by a staff member, present for inspection their bags and personal belongings as they leave the Library Learning Centre.

7.6 All users of the Library Learning Centre shall identify themselves on request to a member of the staff.

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

7.8 All users of computers within the Library Learning Centre 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 Learning Centre 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 the 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 the first copy of a photocopier machine malfunction. Any malfunction shall be reported to staff.

9.0 Discipline

9.1 The Library Resources Manager shall require any user engaged in disorderly or improper conduct (see section 7.0) to leave the Library Learning Centre.

9.2 In the case of any contravention or failure to comply with the Library Regulations, the Library Resources Manager 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.