Library Policy

1 Purpose

To establish the role of UniSQ Library in supporting and strengthening the University's learning, teaching and Research Activities through the library's services, facilities, collections and Employees.

2 Scope

This Policy applies to all Students and University Members.

The Policy also applies to other libraries, which borrow, request or access UniSQ Library content.

3 Policy Statement

The University is committed to creating, maintaining and managing a high level of Information and Information services for its community. University libraries, including UniSQ Library, provide spaces, services and opportunities for study and research, as well as for social and co-curricular learning and related activities.

To achieve this purpose, the University strives for excellence in the availability, usability and accessibility of UniSQ Library facilities, services and content.

4 Principles

The University affirms that libraries are forums for the creation and sharing of Information and ideas.

The UniSQ Library supports the University's learning, teaching and Research Activities by:

- collecting, curating and enabling access to content that is targeted, high quality and diverse, containing both physical and digital resources that are easily accessible;

- offering Information and learning support services and facilities designed to anticipate the needs of the University's diverse Student cohort and to enhance the Student experience;

- employing professional and academic Employees who are responsive, client-centred

and skilled in learning and teaching, research support, digital literacy, library management, community engagement and outreach.

5 References

Council of Australian University Librarians (2016). *Principles and guidelines for Australian higher education libraries*.[E-book]. Retrieved from https://www.caul.edu.au/sites/default/files/documents/best-practice/principles-guidelines2016public.pdf

6 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

7 Policy Information

Accountable Officer	Provost
Responsible Officer	Director (Library Services)
Policy Type	Executive Policy
Policy Suite	Library Content Access and Use Procedure

Library Content Management Procedure

Library Facilities Access and Use Procedure |
Subordinate Schedules	
Approved Date	10/2/2020
Effective Date	10/2/2020
Review Date	25/3/2024
Relevant Legislation	Higher Education Standards Framework (Threshold Standards) 2021
Policy Exceptions	Policy Exceptions Register
Related Policies	Acceptable use of ICT Resources Policy

Code of Conduct Policy

ICT Information Management and Security Policy |

	Intellectual Property Policy Learning and Teaching Policy Policy Framework Student Academic Integrity Policy
Related Procedures	Commercialisation of Intellectual Property Procedure Intellectual Property Procedure User Experience Architecture Procedure
Related forms, publications and websites	
Definitions	**Terms defined in the Definitions Dictionary** Employee A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University. Information Any collection of data that is processed, analysed, interpreted, organised, classified or communicated in order to serve a useful purpose, present facts or represent knowledge in any medium or form. This includes presentation in electronic (digital), print, audio, video, image, graphical, cartographic, physical sample, textual or numerical form. Research Activities Refers to activities that result in the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings. This could include synthesis and analysis of previous research to the extent that it leads to new and creative outcomes. Student A person who is enrolled in a UniSQ Upskill Course or who is

admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

[University](#)

The term 'University' or 'UniSQ' means the University of Southern Queensland.

[University Members](#)

Persons who include: Employees of the University whose conditions of employment are covered by the UniSQ Enterprise Agreement whether full time or fractional, continuing, fixed-term or casual, including senior Employees whose conditions of employment are covered by a written agreement or contract with the University; members of the University Council and University Committees; visiting, honorary and adjunct appointees; volunteers who contribute to University activities or who act on behalf of the University; and individuals who are granted access to University facilities or who are engaged in providing services to the University, such as contractors or consultants, where applicable.

Definitions that relate to this policy only

Keywords	Library, content, collections, learning, teaching, research support, digital literacy, community engagement, information services, access
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