Maryvale Institute

Library Policy

1. The main purpose of the Institute Library is to support its students and staff in their studies and research. The Library staff are available to help students and staff to maximise their use of the Library resources.

2. Maryvale Library also provides a resource for the diocese. External users wishing to access the library must contact the Librarian in advance to make an appointment. Library facilities for external users are offered on a reference only basis and do not include access to its electronic resources.

3. Students using the Library are expected to respect the right of other Library users to work in peace, without disturbance or interruption. Anyone found to be creating a disturbance will be asked to leave the Library. A report of the incident will be submitted to the Academic Registrar and the student may be subject to disciplinary proceedings.

4. Students are also expected to respect Copyright laws and to follow the instructions of the Library staff when using materials obtained for them, particularly those from other libraries or other outside sources.

5. There are charges associated with obtaining books and materials from outside sources. These charges must be settled by the student on the receipt of the resources.

6. Maryvale Library is primarily a reading library however, where stocks allow, students may borrow books with the agreement of the Library staff. Up to seven books may be borrowed at any one time; on the condition that these are returned on the student's next visit to the Institute (ie. the next study day or residential). Holding on to books for an extended period denies other students access to important and useful resources; therefore failure to return loaned books in a timely manner will result in restrictions being placed on future lending.

7. All outstanding books and materials must be returned before graduation from a programme. Failure to do so may result in the graduate being charged for the cost of replacement(s).

8. A bank of computers and computer points are available in the Library for student use. When making use of these resources students are expected to abide by the general Institute regulations and policies for internet usage.

9. The Library also makes available a photocopier for student use, with the agreement of the Library staff. There will be a small fee per copy sheet to cover the cost of paper and toner; all such fees must be settled immediately.

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Related documents: (eg associated forms, underpinning processes, related policies or overarching policies)	

Version Control			
Version	Author [name]	Date	Brief summary of changes
V2	Elizabeth Roberts	08/03/2019	"and staff" added to point 1. Point 2 added to cover external users.