

**Policy Title:** Library Governance

**Policy Owner:** University Librarian

**Keywords:** copyright, institutional repository, library collection, online reading list

**Policy Code:** PL074

---

[Intent](#)

[Organisational Scope](#)

[Definitions](#)

[Policy Content](#)

[Accountabilities and Responsibilities](#)

[Related Documents](#)

[Contact Information](#)

[Approval History](#)

---

## 1. INTENT

The purpose of this policy is to establish parameters within which the University's Library services and functions are governed, and to ensure the University can be responsive to new technologies and emerging best practice.

## 2. ORGANISATIONAL SCOPE

This policy applies to all members of the University Community that use the services and functions of the University Library.

## 3. DEFINITIONS

The [University Glossary](#) and the following definitions apply to this policy:

Term:	Definition:
Application Software	Means a computer program used for a particular task, such as Microsoft Word, Excel, and Statistical Package for the Social Sciences (SPSS).
Collection	Means the physical and online resources available to users of the University Library to support the teaching, learning and research activities of the University.

Term:	Definition:
Institutional Repository	Means an online archive where authors can deposit their work, thus making the work freely available in digital form.
Open Access	Means knowledge and associated materials, including research outputs and research data, that are made available online and world-wide, free of charge and free of most access restrictions.
Online Reading List System	Means a centralised service provided by the University Library that enables Staff to communicate Third Party Copyright Material.
Third-Party Copyright Material	Means all material in which the copyright is owned by or licensed to a person other than the University.
University Library	Includes each and all of the University libraries on each of its campuses.
University Librarian	Means the Library Director and overall manager of the Library Services Centre or person acting in that position.

#### 4. POLICY CONTENT

##### Foundational Principles

- 4.1. The University will determine what is considered a normal level of demand for Library resources, services and functions and will, as far as reasonable and practicable, ensure sufficient resources and services are available to meet the needs of Staff, Students, and visitors during these times.
- 4.2. Notwithstanding the above, the University does not guarantee that Staff, Students, and visitors will always have access to every Library resource or service in their preferred timeframe.
- 4.3. Library Staff will, as far as reasonable and practicable, offer alternatives or provide timeliness for access to resources or services when they are not immediately available to Staff, Students and visitors. This may include inter-library loans.
- 4.4. The University will develop and maintain operational documents to operationalise this policy. Compliance with these operational documents is required by the University. Changes and updates to these documents will be approved by the University Librarian or their nominee.

##### Copyright and Online Reading List System

- 4.5. All text based Third Party Copyright Material to be communicated online as part of the delivery of Courses and Units must be placed into the Online Reading List system.
- 4.6. Authority for decisions relating to the Online Reading List System rests with the University Librarian or nominee.

## Library Collection

- 4.7. Authority to make decisions about the Library Collection rests with the University Librarian or nominee, including decisions relating to appropriateness of items for the Collection, condition of items, and content of the Collection. When making decisions the following will be taken into consideration:
- a. Level of demand for resources;
  - b. Financial constraints and budget allocations;
  - c. Existing and emerging focus areas for teaching, learning and research that are considered University priorities;
  - d. The need for access to supporting materials that enables Students to gain a broader understanding of a topic of study;
  - e. Disposal of Collection materials including donations; and
  - f. The availability and value of materials in different formats.
- 4.8. The Library will prioritise the purchase of electronic versions of materials in preference to print or hardcopy.
- 4.9. The Library will purchase limited copies of textbooks and recommended materials and may not purchase classroom resources or research datasets which only deliver restricted access and may provide minimal benefit to the University as a whole.
- 4.10. Authority for decisions relating to discard of Collection materials rests with the University Librarian or nominee. Decisions to discard will be informed by:
- a. data analysis;
  - b. input from stakeholders with relevant subject matter knowledge; and
  - c. to the extent reasonable and practicable, consultation with academic Staff.

## Donations to the Library

- 4.11. Authority for decisions relating to donations to the Library rest with the University Librarian or their nominee and will be undertaken in accordance with the University's processes for non-cash donations. Decisions on whether to accept or respectfully decline a donation will be informed by:
- a. any limitations or conditions attached to the use or disposal of the donation;
  - b. suitability for archive; and
  - c. alignment of the donation with selection of materials for the Library's Collection, including appropriateness, condition, and content of the Collection.

## Institutional Repository

- 4.12. The University will provide a publicly accessible, permanent, and searchable digital repository of research output and other materials produced by Staff and postgraduate Students.

- 4.13. Authority for decisions relating to the Institutional Repository rests with the University Librarian or nominee. Decisions will consider:
- a. the types of materials which are approved for deposit into the Institutional Repository;
  - b. deposit requirements;
  - c. submissions to the Institutional Repository;
  - d. acceptable reasons for withdrawals;
  - e. data and metadata; and
  - f. preservation.

## **Open Access**

- 4.14. Decisions relating to Open Access Strategies will be made by the University Librarian or nominee in collaboration with relevant and impacted members of the University executive.

## **5. ACCOUNTABILITIES AND RESPONSIBILITIES**

The University Librarian is the Policy Owner and has overall responsibility for the content of this policy and its operation.

The Associate University Librarian is responsible for currency of information and provision of advice relating to operationalising this policy.

## **6. RELATED DOCUMENTS**

### **Legislation**

[Copyright Act 1968 \(Cth\)](#)

[Copyright Amendment \(Digital Agenda\) Act 2000 \(Cth\)](#)

[Copyright Amendment \(Moral Rights\) Act 2000 \(Cth\)](#)

### **Statutes, By-Laws and Rules**

[Library Rules](#)

### **Operational documents and resources**

Supporting information can be located at the various web pages:

Library Collection:

<https://www.ecu.edu.au/centres/library-services/services-and-facilities>

Institutional Repository:

<https://www.ecu.edu.au/centres/library-services/library-research-services>

Copyright and Online Reading List System:

<https://www.ecu.edu.au/centres/library-services/teaching-support>

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	University Librarian
All enquiries contact	Associate University Librarian
Telephone:	6304 3722
Email address:	<a href="mailto:i.welch@ecu.edu.au">i.welch@ecu.edu.au</a>

## 8. APPROVAL HISTORY

Policy approved by:	Vice-Chancellor
Date policy first approved:	February 2006
Date last modified:	April 2022
Revision history:	<p>October 2010</p> <p>February 2016</p> <p>April 2022</p> <p>A comprehensive review of policies owned by the University Librarian was undertaken. Policies in scope of the review were:</p> <p>PL214 – Institutional Repository;</p> <p>PL040 – Library Collection; and</p> <p>PL074 – Copyright – Online High-Use Collection.</p> <p>The review resulted in the development of a consolidated principle-based policy addressing key risks and cultural issues spanning all critical library resources, services and functions, and the removal of operational information from the policy.</p>
Next revision due:	April 2025