

# **LIBRARY RESOURCES AND SPACES: CONDITIONS OF USE**

## Document information

Approving authority: University Librarian - Griffith University Library

Approval date: 9<sup>th</sup> June 2020

Last revision date: 21 February 2024

Advisor: Deputy University Librarian Head of Scholarly Resource and Library Campus Services

Document URL: <https://www.griffith.edu.au/library/about>

## Related documents

[Code of Conduct](#)

[Student Misconduct Policy](#)

[Griffith University Privacy Plan](#)

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# 1. Use of physical resources

Griffith University has a physical collection spread across six libraries. Access to the physical collection is during opening hours (subject to borrowing conditions) and is available to the following user groups:

- Griffith University staff and students (automatically registered)
- Griffith College students (automatically registered)
- Staff and students from other ULANZ tertiary institutions may use physical resources in person in any library and may apply to register as a reciprocal borrower
- Alumni and members of the public may use physical resources in person in any library and may apply to register as borrowers.

Registration information can be found on the [Griffith Library website](#). The University Librarian or delegate may refuse an application or cancel membership at any stage.

Borrowing conditions vary by user group and resource type and borrowing limits and loan periods are published on the [Griffith Library website](#).

The following key conditions apply to the borrowing and use of the physical collections:

- When borrowing a current University Student/Staff or Library card is required. Library cards are not transferable. In exceptional circumstances an authorised representative (e.g. a lecturer's research assistant or a representative of a borrower with a disability or illness) may borrow on a library cardholder's behalf by prior arrangement and with appropriate identification.
- A borrower is responsible for the safe keeping and return of all items borrowed from the Library and for the cost of repair or replacement of any item damaged or not returned.
- Items not returned by the due date will be considered lost. Replacement costs and sanctions apply to lost items. Refer to the borrowing conditions on the [Griffith Library website](#).
- Email is the main channel for communication concerning library borrowing. Griffith staff and students are responsible for maintaining accurate contact details through the MyGriffith or Staff Portal. All other borrowers need to notify the Library of any change of email address.
- Borrowers who have incurred penalties can appeal to library staff in person or [online](#) in the first instance.

## 2. Use of electronic resources

Griffith University Library provides access to online resources and use of these resources is subject to the [Information Technology Code of Practice](#). In addition, the online resources are governed by licence agreements that restricts use to current authorised university staff and students.

Individual users are responsible for ensuring that they use online resources only as permitted under the terms and conditions of the licence agreements. When users connect to online resources, they are accepting the terms and conditions of use. Users found to be in breach of terms of use may be suspended from access to all online resources.

- Information on licence agreements and terms of use is usually readily accessible within the online resource, however if you require advice on appropriate use of an online resource, contact the SRS team via the [Library Request Form](#).

Key terms and conditions that apply to online resource use include:

- using the resources for non-commercial Griffith-related teaching, learning, research and administration work only
- not systematically downloading or distributing or retaining substantial portions of any database or online resource. The use of software, scripts, agents or robots is prohibited and may result in the loss of access to the resource for all Griffith University users.

“Systematic” or “excessive” downloading, is defined as, but not limited to, a deliberate attempt to copy a whole or significant part of an online resource using agents or robots or any manual means, for example:

- downloading every article in an issue of a journal
- downloading every issue of a journal/s
- downloading every or substantial numbers of eBooks within an online collection.

Text and/or data mining is only allowed by some publishers. For appropriate advice, please contact the SRS team via the [Library Request Form](#). Information can also be found in the [Text Mining and Analysis LibGuide](#).

- Copyright and proprietary notices must not be removed from any printed or downloaded material.

eBooks have a number of additional access and use restrictions that are imposed by publishers. Please refer to the [eBook Help](#) web site for further information.

### 3. Use of library spaces

Griffith Library provides inclusive and safe on-campus spaces and facilities which support quiet and collaborative study. All visitors of the Library have an obligation to respect the rights of others to study, learn and research within our library spaces.

A variety of study spaces are available in all campus libraries for individual and group study. Quiet and social spaces are designated with signage. It is expected all visitors will be considerate to others and noise levels are observed in quiet study spaces.

Gold Coast and Nathan libraries operate 24/7 opening hours to provide students with a safe and secure after-hours study space. Access is limited to current Griffith staff and students. Alumni and members of the community are welcome to use library spaces during staffed hours which are shown on the [Visit our libraries](#) webpage. Information on space and service availability during 24/7 opening hours and requests for after-hours building access can be found on the [24/7 Secure Study Spaces](#) webpage.

Booking and use of group study spaces is limited to current Griffith students. Conditions of use can be found when making a booking on the [Griffith University Library website](#).

Visitors are responsible for their personal property and should never leave personal belongings unattended. Information about lost property can be found on the [Personal Security and Property website](#).

All filming and photography within library spaces must be approved prior to filming. Requests can be submitted by completing the [Request to Film or Photograph in the Library form](#).