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Title    **ACCESS TO LIBRARY SERVICES**

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## TARGET AUDIENCE

This policy applies to all Alfred Health staff and Women's @ Sandringham staff.

## PURPOSE

It is the intent of this document to describe which categories and groups of people are eligible for access to the Alfred Health Library Service.

The primary role of the Alfred Health Library Service is to provide quality and efficient library and information services to the staff and students of Alfred Health, the Baker IDI Heart & Diabetes Institute, the Burnet Institute, and Monash & La Trobe university departments based at an Alfred Health campus. The Library Service focuses on providing a comprehensive information base which supports clinical patient care, laboratory and field research projects, advanced training and basic education programs.

Specific services include access to library collections, study carrels, computers and audiovisual, photocopying and scanning equipment; the provision of book loans, inter-library loans, photocopies of journal articles, assisted reference services and computer training; and computer access to electronic databases, ebooks and ejournals.

## POLICY STATEMENT/S

- Distinctions of levels of library service provided to specific student and staff groups are determined by a number of factors. These include agreements and policies specified in the related documentation below; legal contracts with publishers regarding access to electronic resources; and ownership of resources available for loan.
- Library staff have discretion in choosing which level of service is appropriate for specific individuals and groups.
- The following eligible user groups can be provided with library service at these respective levels (see Table 1 for explanation of Levels).

### Level 1

Alfred Health Staff  
Baker IDI Heart & Diabetes Institute Staff  
Baker IDI Heart & Diabetes Institute Students  
Burnet Institute Staff  
Burnet Institute Students  
Dual Alfred Health/Community Health Centre (CHC) or Alfred Health/Community Rehabilitation Centre (CRC) appointments  
CHC or CRC staff involved in Library recognised joint Alfred Health/CHC or Alfred Health/CRC projects or research activities  
Student Placements-Internships in Hospital Departments (>6 months)

### Level 2

Monash Uni Postgraduate with at least 1 unit taught at an Alfred Health campus  
Monash Uni Hons or BMedSci students based at a Monash Dept at an AH campus  
Monash Uni Dept Staff at Alfred Health campus  
La Trobe Uni Postgraduate Students (enrolled in Alfred Health school)  
La Trobe Uni Alfred Health-Clinical School Staff

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Deakin Uni Postgraduate Students (enrolled in Alfred Health school)  
Deakin Uni Alfred Health-Clinical School Staff

**Level 3**

Monash Uni Undergraduate MBBS Students  
Monash Uni Undergraduate with at least 1 unit taught at an Alfred Health campus  
La Trobe Uni Undergraduate Students (enrolled in Alfred Health school)

**Level 4**

Monash Uni staff or students (non-Alfred Health)  
CAVAL Card holders (with prior Monash Uni registration)

**Level 5**

Student Placements-Internships in Hospital Departments (< 6 months)  
Visiting Staff member (< 6 months)

**Level 6**

Visiting Undergraduate students (ie, few days)  
Visiting Clinical teachers (ie, few days)

**Level 7**

Unaffiliated Health Science Professionals  
Unaffiliated Health Science Students

**LEVELS OF SERVICE**

<b>Service</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>	<b>Level 7</b>
Entry to Libraries during opening hours	✓	✓	✓	✓	✓	✓	✓
Access to books, journals & audio visuals for study	✓	✓	✓	✓	✓	✓	✓
Access to photocopiers	✓	✓	✓	✓	✓	✓	✓
Access to computers, scanners* and printers	✓	✓	✓	✓	✓	✓	
Able to borrow Monash Uni books*	✓	✓	✓	✓			
Able to borrow all Library material	✓	✓	✓				
Extended reference queries and training	✓	✓	✓		✓		
Afterhours access to Libraries	✓	✓			✓		
Document Delivery Service	✓						

\* Service not available at Caulfield Hospital branch library.

**Table 1**

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## KEY RELATED DOCUMENTS

### Key legislation, acts & standards:

- Charter of Human Rights and Responsibilities Act 2006 (Vic)<sup>1</sup>

### Other relevant documents:

- La Trobe University and Alfred Health. **Library Services Agreement**. Nov 2005
- Alfred Health, Monash University, Baker Heart Research Institute, Macfarlane Burnet Institute for Medical Research and Public Health. **Library Services Agreement**. May 2003.

## REFERENCES

Ian Potter Library. **Collection Development Policy**. Feb 2005.

## AUTHOR / CONTRIBUTORS

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Endorsed by:	Chris McLoughlin - Executive Director, People and Culture	Date: 30 June 2015
Approved by:	Alfred Health Executive Committee	Date: 19 August 2015
Disclaimer: This policy has been developed within the context of Alfred Health service delivery. Alfred Health shall not be responsible for the use of any information contained in this document by another organisation outside of Alfred Health.		

<sup>1</sup> REMINDER: Charter of Human Rights and Responsibilities Act 2006 – All those involved in decisions based on this guideline have an obligation to ensure that all decisions and actions are compatible with relevant human rights.