
Title ACCESS TO LIBRARY SERVICES

TARGET AUDIENCE

This policy applies to all Alfred Health 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 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, 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
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
Deakin Uni Postgraduate Students (enrolled in Alfred Health school)
Deakin Uni Alfred Health-Clinical School Staff
Monash Uni Undergraduate MBBS Students
Monash Uni Undergraduate with at least 1 unit taught at an Alfred Health campus

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La Trobe Uni Undergraduate Students (enrolled in Alfred Health school)

Level 3

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

Level 4

Deakin University Undergraduate Students (enrolled in Alfred Health school)
Student Placements-Internships in Hospital Departments (< 6 months)
Visiting Staff member (< 6 months)

Level 5

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

Level 6

Unaffiliated Health Science Professionals
Unaffiliated Health Science Students

LEVELS OF SERVICE

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

Table 1

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KEY RELATED DOCUMENTS

Key legislation, acts & standards:

- Charter of Human Rights and Responsibilities Act 2006 (Vic)¹

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.

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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.		

¹ 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.