

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, the provision of book loans, document delivery service, assisted reference services and computer training; and local and remote access to electronic databases, ebooks and ejournals.

Policy Statements

- 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

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

Level 3

Deakin University Undergraduate Students (enrolled in Alfred Health school)

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

Visiting Staff member (< 6 months)

Levels of service

Service	Level 1	Level 2	Level 3
Entry to Ian Potter Library during opening hours	✓	✓	✓
Access to books	✓	✓	✓
Access to online resources on library PCs	✓	✓	✓
Able to borrow all Library books	✓	✓	
Extended reference queries and training	✓	✓	✓
Afterhours access to Libraries	✓	✓	✓
Remote access to online resources	✓		
Document Delivery Service	✓		

Evaluation

The Manager of Library Services will annually monitor the accuracy and effectiveness of this policy. Major changes will be communicated to the Alfred Health Interprofessional Education committee, and library partner key contacts.

Key relevant 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 2021.
- Alfred Health - Monash University, **Library Services Letter of Agreement**. 2024.
- Alfred Health - Macfarlane Burnet Institute for Medical Research and Public Health. **Library Services Agreement**. June 2023.

Keywords

Library usage, library services, library

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.

Governance

Author / Contributors

* denotes key contact

Name	Position	Service / Program
* Adam Clark	Manager, Library Services	Library
Lorena Romero	Senior Librarian	Library

First Issued: [insert date]		
<u>Current Version:</u>		
Endorsed by: Janet Weir-Phyland	Title: Chief Experience Officer (interim)	Date: 25 March 2024
Approved by: Alfred Health Executive Committee		Date: 16 March 2024
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.		