

State Library of New South Wales Staff Loans Policy



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Last Amendment: 2011

Approved by: Executive

Policy owner/sponsor: Executive Director, Library and Information Services

Policy Contact Officer: Coordinator, Family History & Australasian Teams, Information & Access

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1. Summary

The collections of State Library of New South Wales are for the use and benefit of the public. The collections are also used by staff to undertake work such as research, exhibition planning and record maintenance.

For State Library staff who require access to the collection to perform their work, this policy outlines the framework for managing the use of collection material by staff.

Some staff and volunteers are also permitted to use collection items for 'out of library' personal use. Personal loans provide support for professional development, individual study and research for library initiatives, and are extended to volunteers to support their work at the Library. This policy outlines the conditions for personal loans.

2. Definitions

- 2.1. **Collection storage area** – restricted staff access area which is used for storing the Library collections. This includes both on-site and off-site storage areas.
- 2.2. **Staff Personal Loan** – 'out of library' use of collection items for personal study, recorded against a staff member's Staff Personal Loan card number. The collection items available for Staff Personal Loan are restricted to non-legal deposit, printed books or audio-visual items from the State Reference Library collections, including those held offsite, and published after 1960.
- 2.3. **Staff Work Loan** – 'in library' use of collection items for work purposes, recorded against a staff member's Staff Work Loan card number.
- 2.4. **Volunteer Personal Loan** – 'out of library' use of collection items for research, recorded against a Volunteer Personal Loan card number. The collection items available are restricted to non-legal deposit, printed books or audio-visual items from the State Reference Library collections, including those held offsite, and published after 1960.

3. Policy statement

This policy governs the use and circulation of collection items (library material) from the State Library collections to staff and volunteers of the State Library.

3.1 Permissions

- i. Staff employed by the State Library in an ongoing role are eligible for both a Staff Work Loan card number and a Staff Personal Loan card number.
- ii. Staff employed by the State Library in a fixed term role require approval by a manager to obtain a Staff Work Loan card number. Fixed term staff are not eligible for a Staff Personal Loan card number. Fixed term staff may use collection items for personal use (outside working hours) by requesting items for use in the State Library reading rooms, under the same conditions as the public (see the Library website <http://www.sl.nsw.gov.au/> for more information about using the library).
- iii. Contractors working for the State Library of NSW are not eligible for staff work or personal loans but may use collection items for personal use (outside working hours) by requesting items for use in the State Library reading rooms under the same conditions as the public (see the Library website <http://www.sl.nsw.gov.au/> for more information about using the library). For contractors required to work with collection material, items will be the responsibility of an ongoing or fixed term staff member.
- iv. Volunteers of the State Library of NSW are eligible for a Volunteer Personal Loan to support research for library initiatives. Where a volunteer works with collection material on-site, these items will be the responsibility of an ongoing or fixed term staff member.
- v. Staff in both ongoing and fixed term roles are eligible to request interlibrary loans for work-related research. Each individual request must be approved by the staff member's manager. Volunteers are not eligible for interlibrary loans.

3.2 Number of items for staff loan

- i. Staff may have up to thirty (30) items on a Staff Work Loan card number.
- ii. Staff may have up to two (2) items for Staff Personal Loan. Staff personal loans are restricted to non-legal deposit, printed books or audiovisual items from the State Reference Library collections, including those held offsite, published after 1960.
- iii. Volunteers may have up to two (2) items for Volunteer Personal Loan. These loans are restricted to non-legal deposit, printed books or audiovisual items from the State Reference Library collections, including those held offsite, published after 1960.

3.3 Requesting and recording loans

- i. Staff should request collection items for work purposes using the online catalogue and their Staff Work Loan card number, or by submitting a request slip if online requesting is not possible.
- ii. If an item is able to be requested and circulated using the library management system, this is mandatory.
- iii. Staff should request collection items for Staff Personal Loan via the online catalogue using a Staff Personal Loan card number. Items will be circulated using the Staff Personal Loan card number.
- iv. Volunteers should request collection items for a Volunteer Personal Loan via the online catalogue using a Volunteer Personal Loan card

number. Items will be circulated using the Volunteer Personal Loan card number.

3.4 Duration of loans

- i. A Staff Work Loan is fourteen (14) days, with one renewal, except for:
 - a. Strong Room and Rare Book items, which have a loan period of two (2) days.
 - b. Items for collection or digitisation projects, collection care or on-site exhibitions, which may have longer loan periods, to be determined in conjunction with Information & Access branch.
- ii. A Staff Personal Loan and Volunteer Personal Loan is fourteen (14) days with one renewal.
- iii. The duration of all loans will be reduced if an item is requested by a client, except for items required for on-site exhibitions, or on Outgoing Loan administered by the Registrar, Exhibitions and Loans.
- iv. Loan duration for interlibrary loans are determined by the lending library.

3.5 Use

- i. Staff are accountable for all collection items checked out on their Staff Work Loan and Staff Personal Loan card numbers, as well as collection items recorded on request slips under their name.
- ii. Volunteers are accountable for all collection items checked out on their Volunteer Personal Loan card number.
- iii. Staff must use original material and fragile or rare printed material in the Special Collections area, Mitchell Library Reading Room, or the Special Materials area in the Governor Marie Bashir Reading Room, as instructed by issuing staff. See exceptions in iv. below.
- iv. Some staff may use original material and fragile or rare printed material in their work area, but only if required for collection description and record maintenance, curatorial research, acquisitions research, imaging orders, digitisation projects, or collection care. Items must be placed in a secured area when not in use by the staff member.
- v. Use of material on loan to staff shall comply with all guidelines for use and protection of the collection, such as the Guidelines for Food, Drink and Plants and the Staff Code of Conduct (in particular, but not restricted to: 14.2).

3.6 Loan Management

- i. Overdue notices are generated for all items on the library management system and sent automatically to staff by email as an item becomes overdue.
- ii. Overdue collection items from Strong Room and Rare Book collections are to be checked daily and followed up with staff immediately.
- iii. Overdue collection items with loan periods of more than one week are to be checked weekly, and outstanding items will be followed up with staff.
- iv. Staff are required to respond promptly to requests for early return of items for client access, ie before the due date, when requested by a client.
- v. Staff are required to return all loans before going on leave, to conferences or training, or before leaving employment at the library.
- vi. Failure to return items upon request will be reported to the staff member's Executive Director and the Executive Director of Library and Information Services.
- vii. If an item is lost or damaged, charges will apply as per the Lending Policy or the replacement cost.

4. Legislative and Policy Framework

Most relevant legislation

- *Library Act 1939*
- *Library Regulations 2010*
- *Privacy and Personal Information Protection Act 1998*
- *State Records Act 1998*

Related and/or most relevant State Library and government policies

- Code of Conduct for Volunteers
- Collection Storage Access Policy
- Interlibrary Lending Policy
- Outgoing Loans Policy
- Privacy Management Plan
- Records Management Policy

5. Staff Code of Conduct Responsibilities

The Executive Director, Library and Information Services is responsible for:

- ownership of the policy
- assessing and acting on serious breaches of the policy
- tabling serious breaches of this policy to the Executive Committee.

The Executive Committee is responsible for:

- ensuring the policy is communicated effectively to managers, supervisors and coordinators
- reviewing serious breaches of the policy and determining the course of action
- ensuring that the policy is reviewed every two years.

The Manager, Information and Access is responsible for:

- implementing the policy and related procedures
- managing processes relevant to this policy
- ensuring the policy is communicated effectively to managers, supervisors and coordinators.

Managers, supervisors and coordinators are responsible for:

- ensuring there is ongoing and effective communication about processes relevant to this policy including sharing information with staff about its endorsement and ethos.

Human Resources are responsible for:

- including the policy in induction processes for new staff.

State Library staff are responsible for:

- understanding and complying with this policy.

6. Records and privacy management

Records of Staff and volunteer loans will be collected and maintained in the library management system to ensure the ongoing management of the collection.

Records of staff and volunteer loans will be maintained and managed in accordance with the requirements of the *State Records Act 1998* and the *Privacy*

and Personal Information Protection Act 1998 and the Library's Privacy Management Plan.

7. Procedures

Staff Use of the Collection for Work Procedure
Staff Personal Loans Procedure
Volunteer Personal Loans Procedure

8. Approval

This policy was approved by the Executive on 3 March 2015 for immediate implementation.

9. Implementation

This policy is implemented on 16 June 2015.

10. History

This policy replaces Staff Loans Policy 2011.

11. Prepared by:

Coordinator, Family History & Australasian Teams, Information & Access
February 2015

12. Document History and Version Control

Version	Date approved	Approved by	Brief description