



LIBRARY MEMBERSHIP POLICY

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Approved by	Leadership Team		
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1. PURPOSE

To outline the rules of use of the Morling College Library for all library members.

2. DEFINITIONS

Key Term or Acronym	Definition
Library	Refers to all Morling College libraries, including the Gilbert Wright Library and Heather and Noel Vose Library.
MC	Morling College
Morling Community	Relates to MC students and staff, MRC and Morling Village residents, and all others engaging with MC, including visitors, contractors and volunteers.
MRC	Morling Residential College

3. SCOPE

This policy applies to all members of the Morling College (MC) Library.

4. POLICY STATEMENT

MC Library is committed to making available relevant and high-quality resources to the Morling Community and the wider communities in which we are situated. MC will maintain appropriate membership opportunities to fulfill this commitment and expects members to adhere to the rules and expectations of this policy.

5. PRINCIPLES

- 5.1 MC Library membership categories and eligibility is laid out in *Appendix 1: Memberships, Fees and Benefits*.
- 5.2 All new students, upon enrolling at MC, agree to comply with the rules of use for the Library.
- 5.3 MC reserves the right to refuse or revoke membership to any person who does not comply with the Library's rules, conditions of use, policies, and guidelines.

Conditions of Use

- 5.4 Library cards are not transferable. Library members will not lend or give their membership card to another person.
- 5.5 A Library member agrees to:
 - 5.5.1 Present their card for borrowing (their card is not transferrable).
 - 5.5.2 Notify MC if the card is lost or stolen.
 - 5.5.3 Accept responsibility for all items issued on their card and either renew (if able) or return all items by the due date.
 - 5.5.4 Notify MC if there are any changes to their contact details.
- 5.6 All Library members are responsible for:
 - 5.6.1 Checking their Library account to ensure they know when items are due back.
 - 5.6.2 Returning items by the due date and without damage or markings.
 - 5.6.3 Replacing any items that have been lost or damaged under their care.
 - 5.6.4 Paying any penalties.
 - 5.6.5 Contacting Library staff if they are unable to return or renew items by the due date.
- 5.7 Library members are permitted to:
 - 5.7.1 Reserve items that are on loan
 - 5.7.2 Renew items up to four (4) times unless the item has been reserved, recalled or is now overdue.

Life Membership

- 5.8 An individual may be elected for a Life Membership if that individual has made an outstanding or significant contribution to MC.
- 5.9 Individuals may be nominated by a:
 - Faculty member

- HDR supervisor
- Library staff
- Member of the Leadership Team

5.10 The nomination is made to the Principal or Leadership Team who make the decision of whether to grant Life Membership.

5.11 Criteria for Life Membership:

5.11.1 Prolonged and exceptional service to MC - academic or administrative.

5.11.2 Demonstrated service through holding a significant volunteer position or providing a service by way of voluntary work for MC.

5.11.3 Contributing to the research culture and strategic goals of MC through completed HDR award.

Higher Degree by Research (HDR) Graduates' Membership

5.12 Former HDR students of MC can apply for five-year free membership after the completion of their PhD, as they are recognised to have made a significant contribution to MC.

5.13 Individuals may be nominated by a:

- Faculty member
- HDR supervisor
- Member of the Research Committee

5.14 The nomination is made to the Principal or Research Committee who make the decision of whether to grant HDR Graduates' Membership.

5.15 Criteria for HDR Graduate's Membership: Contributing to the research culture and strategic goals of MC through completion of a PhD.

Penalties

5.16 Please see the *Library Fines and Penalties Policy* for information.

6. RELATED DOCUMENTS AND LEGISLATION

- Library Fines and Penalties Policy
- Staff Code of Conduct
- Student Code of Conduct

7. REFERENCES

Nil

8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
3.01	National Director of Library Services	22 June 2023	22 June 2023	Appendix updates: two additional community borrower subcategories

3.00	Leadership Team	8 June 2023	8 June 2023	Added Life Membership and HDR Graduates' Membership
1; 2	General Manager	Unknown	Unknown	

Download this policy anew with each use, as it may have changed.

APPENDIX 1: MEMBERSHIPS, FEES AND BENEFITS

<i>Borrower Type</i>	<i>Borrower subcategory</i>	<i>Fee</i>	<i>Electronic access</i>	<i>How Many</i>	<i>How Long</i>	<i>Renew</i>	<i>Reserve</i>	<i>Request items for Postage</i>
*Special (Local branch only)	Life member - needs to be renewed every 3 years	Free	<input checked="" type="checkbox"/> EBSCO & Proquest (OA) <input checked="" type="checkbox"/> Wheelers <input checked="" type="checkbox"/> Perlego	10	4 wks - General / Main 1 wk - High Demand (Unless recalled)	maximum 4 renewals - unless reserved	Yes, if item is on loan - it will be recalled and have 1 week to return	
	Prospective HDR Students	\$100 deposit, credited upon enrolment						
	Reciprocal (students and staff from Murdoch Uni and Macquarie Uni only)	Free						
*Community Borrower: (Local branch only)	Accredited Baptist Pastor	Free	<input checked="" type="checkbox"/> EBSCO & Proquest (OA) <input checked="" type="checkbox"/> Wheelers <input checked="" type="checkbox"/> Perlego	10	2 wks - General / Main 1 wk - High Demand (Unless recalled)	maximum 4 renewals - unless reserved	Yes, if item is on loan - it will be recalled and have 1 week to return	
	Missionaries on home assignment (requires proof/letter from organisation)	Free						
	Alumni (Any person that has Graduated i.e. completed an award with MC)	3yrs post graduation - Free then \$60/year						
	Previous UDiv students (get Alumni rates)	\$60/year						

Borrower Type	Borrower subcategory	Fee	Electronic access	How Many	How Long	Renew	Reserve	Request items for Postage
	ITE students (enrolled with CHC)	Free						
	Baptist employees / Encore students / Healthcare Card holders / Pension Card holders	50% disc off full fee						
	None of the above	\$110/year or \$60/6months						
Student	Full-time or Part-time	Incl. enrolment fees	<input checked="" type="checkbox"/> EBSCO & Proquest (OA) <input checked="" type="checkbox"/> Wheelers <input checked="" type="checkbox"/> Perlego	20	4 wks - General / Main 1 wk - High Demand (Unless recalled)	maximum 4 renewals - unless reserved	Yes, if item is on loan - it will be recalled and have 1 week to return	
	Mary Andrews College	Please refer to agreement	<input checked="" type="checkbox"/> EBSCO, Proquest (OA) <input checked="" type="checkbox"/> Wheelers <input checked="" type="checkbox"/> Perlego					
Distance	Students that are unable to travel to campus	Incl. enrolment fees	<input checked="" type="checkbox"/> EBSCO & Proquest (OA) <input checked="" type="checkbox"/> Wheelers <input checked="" type="checkbox"/> Perlego					Yes, the Library will post reserved items; the student pays for the return post.
Post-Grad		Incl. enrolment fees	<input checked="" type="checkbox"/> EBSCO & Proquest (OA) <input checked="" type="checkbox"/> Wheelers <input checked="" type="checkbox"/> Perlego	40	4 wks - General / Main 1 wk - High Demand (Unless recalled)	maximum 4 renewals - unless reserved	Yes, if item is on loan	
Research		Incl. enrolment fees				maximum 6 renewals - unless reserved	Yes, if item is on loan	

Borrower Type	Borrower subcategory	Fee	Electronic access	How Many	How Long	Renew	Reserve	Request items for Postage
*Audit	Membership available upon request	Incl. enrolment fees	<input checked="" type="checkbox"/> EBSCO & Proquest (OA) <input checked="" type="checkbox"/> Wheelers <input checked="" type="checkbox"/> Perlego	6	4 wks - General / Main 1 wk - High Demand (Unless recalled)	maximum 4 renewals - unless reserved	Yes, if item is on loan	
^Admin staff / Volunteers		Free	<input checked="" type="checkbox"/> EBSCO & Proquest (OA) <input checked="" type="checkbox"/> Wheelers <input checked="" type="checkbox"/> Perlego	20	4 wks - General / Main 1 wk - High Demand (Unless recalled)	maximum 4 renewals - unless reserved	Yes, if item is on loan	
Academic staff/ Honorary Researchers /		Free	<input checked="" type="checkbox"/> EBSCO & Proquest (OA) <input checked="" type="checkbox"/> Wheelers <input checked="" type="checkbox"/> Perlego	40	13 wks - General / Main 1 wk - High Demand (Unless recalled)	maximum 4 renewals - unless reserved	Yes, if item is on loan	
HDR graduates		Free	<input checked="" type="checkbox"/> EBSCO & Proquest (OA) <input checked="" type="checkbox"/> Wheelers <input checked="" type="checkbox"/> Perlego	40	13 wks - General / Main 1 wk - High Demand (Unless recalled)	maximum 4 renewals - unless reserved	Yes, if item is on loan	
^Adjunct lecturers		Free	<input checked="" type="checkbox"/> EBSCO & Proquest (OA) <input checked="" type="checkbox"/> Wheelers <input checked="" type="checkbox"/> Perlego (available upon request)	20	4 wks - General / Main 1 wk - High Demand (Unless recalled)	maximum 4 renewals - unless reserved	Yes, if item is on loan	

* Access to Perlego costs an additional \$125/year for all Special, Community or Audit members

^ Access to Perlego is to be approved by the National Director of Library Services according to need and length of arrangement.