

Library Regulatory Framework

Open Polytechnic

KURATINI TUWHERA

Library Regulatory Framework

Ko te matapihi ki te ao Mātauranga

The gateway to knowledge

Mō wai me te whānuitanga | Audience and scope

- (1) The Academic Board, acting under authority delegated by the Council of Open Polytechnic of New Zealand Kuratini Tuwhera o Aotearoa ('the Polytechnic'), in accordance with the Education and Training Act 2020, has made these Regulations.
- (2) This Framework applies to the kaimahi (staff), ākonga (students) and Council members of the Polytechnic and to all other users covered by agreements between the Polytechnic and other organisations, including Interloan.
- (3) This Framework is intended to be consistent with relevant New Zealand legislation; in particular, the Copyright Act 1994 ('the Act'). In the event of any inconsistency, the relevant legislative provisions prevail.
- (4) This Framework covers electronic resources and physical Library material.

Pūtake | Purpose

- (5) The purpose of this Framework is to specify rules for the proper use of the Library.

Ngā Tikanga | Definitions

Library material	Physical items lent by the Library to authorised users
Authorised user (or 'user')	Person accessing an electronic resource or borrowing Library material
Borrower	Person borrowing Library material

Ngā Mātāpono | Principles

- (6) The Library aims to enhance learning for all ākonga and kaimahi and to manage its resources to support this goal.

Ngā Pūtake Kōrero | Policy statements

Authorised users

- (7) The following are permitted to access electronic resources and borrow Library material:
 - a. All kaimahi including contractors
 - b. All ākonga
 - c. Council members
 - d. Other libraries through Interloan and other cooperative agreements
 - e. Members of organisations that have contracts for library services with the Polytechnic.
 - f. Other persons at the discretion of the Library and Learning Centre Manager (LLCM).

Electronic resources

- (8) Electronic resources (including online databases, electronic documents, e-books and e-journals) provided by the Library are subject to licence agreements and copyright restrictions. Authorised Library users are responsible for ensuring that their use of electronic resources complies with these license agreements and with the Act. The Library provides guidance on usage; refer [Article Database and Electronic Journal Copyright and Licence Guidelines](#).
- (9) Usernames and passwords used to access the Library's electronic resources must not be shared with anyone.
- (10) Electronic documents accessed from the Library and downloaded may only be used for private study and research and must not be subsequently copied or distributed. No more than one copy of any document accessed from the Library online may be downloaded by a user.

Borrowing and returning Library material

- (11) Borrowers must not lend Library material to a third party.
- (12) All items borrowed from the Library must be returned—
 - a. on or before the due date and
 - b. in good condition.
- (13) The Library records all borrowing in its database.
- (14) Where demand is high, the LLCM may restrict borrowing, for example to reference-only or by reducing the borrowing period.
- (15) When a borrower returns Library material by courier, the user must retain appropriate evidence. Without evidence, the LLCM may determine that the borrowed item has not been returned.
- (16) The Library makes reasonable efforts to inform borrowers of due dates but is not obliged to notify borrowers when material is overdue or charges have been incurred.
- (17) Where overdue Library material results in penalties and charges, the person who borrowed the material is liable.
- (18) The LLCM may—
 - a. withhold or restrict the circulation of any Library material
 - b. limit the number of items a user may borrow any one time
 - c. recall borrowed Library material at any time
 - d. vary loan periods
 - e. charge users the full replacement cost of any overdue item
 - f. suspend borrowers of overdue items.
- (19) The LLCM may report ākongā suspended for overdue Library material to the Academic Registrar, who may impose further penalties.

Loss and damage

- (20) If a borrower believes they have lost Library material, they must report this to Library staff.
- (21) Borrowers are liable for the full replacement cost of any lost Library material, which remains the property of the Polytechnic.
- (22) If the borrower subsequently finds the lost Library material, they must return it to the Library, even if they have paid replacement charges.
- (23) When a borrower returns lost Library material, the LLCM may reimburse replacement charges on application, minus an administration fee.
- (24) Borrowers are liable for any damage sustained while Library material is on loan to them. In cases of damage, the LLCM may—
 - a. charge full replacement cost of the Library material, and/or
 - b. suspend the borrower from using the Library until charges have been paid.
- (25) The LLCM may report ākongā suspended for damaging Library material to the Academic Registrar, who may impose further penalties.

Copyright and Library material

- (26) The Library complies with the provisions in the Act and the Copyright Licensing New Zealand Licence and other licences held by The Open Polytechnic.
- (27) As part of complying with the Act, users must not photocopy Library materials except for their own research or private study (refer s43 of the Act). Only a single copy is permitted.
- (28) To comply with ss51 and 52 of the Act, users may generally not copy more than one article from a journal or one chapter (or less) from a book.
- (29) Any user who wishes to make multiple copies of published material for any purpose whatsoever must clear this with Library staff.

Ngā Haepapa | Responsibilities

The Library and Learning Centre Manager is responsible for the management of the Library and for the implementation and review of this Framework.

Ngā Hononga ki Tuhinga kē | Links to Other Documents

Ture whai take | Relevant legislation

- Copyright Act 1994
- Education and Training Act 2020

Ngā kaupapa-here e hāngai ana | Related policies

- Te Kawa Academic Regulatory Framework
- Library Collection Management Policy
- Library Interloan and Document Supply Policy
- Article Database and Electronic Journal Copyright and Licence Guidelines; refer <https://mylibrary.openpolytechnic.ac.nz/article-database-and-electronic-journal-copyright-and-license-guidelines>

Other references

n/a

Whakakāhoretanga | Disclaimer

If there is inconsistency between this Framework and the Polytechnic's employment agreements or relevant legislation, the employment agreement or relevant legislation takes precedence.

Mokamoka whakaaetanga | Approval details

Approval authority	Academic Committee
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Date of effect	21 November 2025
Policy Sponsor	Executive Director Academic Services
Policy owner	Library and Learning Centre Manager
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Planned review date	

Ngā whakatikatika | Amendment history

Summary of changes (including kaimahi responsible)

Revision of content of former Library Regulations; reformatting to new policy layout; renaming as a Framework.

Endorsed by the Academic Quality Assurance Committee

Approved by Academic Committee

Date of effect

20 October 2025

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