

Library Policy

Purpose

The Institute of Creative Arts and Technology (ICAT) is committed to providing a diverse range of digital resources to support teaching, learning, and research. This policy provides guidelines for the usage, acquisition, maintenance, and updating of digital library resources.

Scope

This policy applies to all users of the library system and service – our users include registered students, faculty, and staff of the Institute. We also extend limited access to alumni, external researchers, and members of affiliated institutions as per specific agreements.

Related Policies and Documents

This policy should be read in conjunction with the following Institute policies and documents:

Academic Freedom and Freedom of Speech Policy

Academic KPIS

Access and Equity Policy

Assessment Policy

ICAT Learning Resources

Intellectual Property Policy

Learning Management System Policy

Privacy Policy

Student Code of Conduct Policy

Student Handbook

Student Support Policy

Student Record Management Policy

Teaching and Learning Plan

Third Party Provider Policy

Principles

ICAT is committed to the provision of high-quality, diverse, and accessible resources for all users through the library system and service.

The following principles apply:

Resource Acquisition

The Institute acquires resources through purchase, licensing, donations, and membership in consortia. The selection of resources aligns with the Institute's academic programs, research interests, and is guided by factors such as relevance, demand, quality, and cost.

Resource Maintenance and Updating

The Institute ensures the availability, accessibility, and integrity of our digital resources. Resources are regularly reviewed and updated to maintain their relevance. Obsolete or superseded resources are retired as per our collection management guidelines.

Guidelines for Use of Electronic Resources

- a. Users must respect the terms and conditions as specified by the license agreements.
- b. Use of resources should be for personal, educational, or research purposes only.
- c. Systematic downloading, distributing, or retaining substantial portions of information is prohibited.
- d. Commercial use, re-publication, or selling of resources is strictly prohibited.

Intellectual Property

Students must be aware of and respect intellectual property rights and ensure the proper use of copyright material; this means not using another person's work without their permission and proper citation, not infringing on copyrighted material, and respecting the terms of licenses and contracts. Students should be aware that certain coursework, research, inventions, or other intellectual creations they produce while enrolled at ICAT, particularly when using institution resources or as part of institution-led projects, may be owned by the institution in accordance with the institute's *Intellectual Property Policy*.

Violation of intellectual property rights, including plagiarism, copyright infringement, or unauthorised use of another's work, are considered serious offences and will not be tolerated. Students found to be in violation of this policy may face disciplinary action, up to and including expulsion.

Related References and or Legislation

The Institute's library service and system operates in compliance with all applicable legislation including:

Copyright Act 1968

Privacy and Personal Information Protection Act 1998

Disability Discrimination Act 1992

Higher Education Standards Framework [Domain 3]

Change and Version Control

Version	Date Approved	Authored by	Approved by	Description
1.0	24 August 2023	Director of Operations and Compliance	Academic Board	New policy for ICAT

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