Library Facilities Access and Use Procedure

1 Purpose

To ensure equitable access for Students, Employees and members of the public to facilities, equipment and spaces managed by the Library.

2 Scope

This Procedure applies to all permanent and temporary spaces managed by the Library, including campus Libraries, study support centres and Makerspaces.

This Procedure applies to Students and University Members who use the facilities and spaces managed by the Library.

3 Procedure Overview

This Procedure provides direction and guidance about access to and use of the Library's physical spaces, facilities and equipment.

Library facilities are primarily used to support the University's educational and Research Activities.

This Procedure aligns with the:

- *Higher Education Standards Framework (Threshold Standards) 2021:* Standard 3.3 Learning Resources and Educational Support

4 Procedures

The Library supports the activities of the University by providing a safe physical environment and access to learning support spaces, physical facilities and technology. Campus Library spaces are designed to be social learning hubs that support the Student experience.

4.1 Hours of operation

The Library opening and staffed operating hours are published on the Library's website. Changes to hours of operation are based on user needs and feedback.

Twenty-four-hour computer spaces are available at the Ipswich and Springfield Libraries, and in

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a separate space to the Library at Toowoomba.

4.2 Using Library spaces

Library spaces and facilities are open to everyone. The Library:

1. expects Students and Employees to comply with the standards of behaviour outlined in the Student General Conduct Policy and the Code of Conduct Policy
2. supports Students and University Members who are parents or carers, in accordance with the Children on Campus Procedure
3. supports Students and Employees with disabilities with adaptive technology spaces and facilities available in each campus Library.

The Library provides spaces and facilities that support cultural safety and inclusion for all. All Library spaces are designed safe spaces for lesbian, gay, bisexual, transgender, intersex or queer (LGBTIQ) identifying Students and Employees to work and study, free from Harassment or Discrimination based on sexuality, gender identity or gender expression.

4.3 Booking rooms and spaces

Group meeting rooms are available for Students to book. Rooms can be booked via the Library website.

Library staff host events for Students and University Members in UniSQ Library spaces. Events are promoted on the Library website.

Bookings for functions or events in Library spaces by other organisational units of the University require approval from the University Librarian and Director, Library Services.

Bookings for functions or events in Library spaces by external organisations must comply with the Hire of Facilities Policy and Procedure.

4.4 Makerspaces

The Library hosts Makerspaces in permanent and temporary locations on University campuses.

Safety inductions will be undertaken in accordance with the Work Health and Safety Training Procedure prior to gaining unsupervised access to Makerspaces and/or the use of tools and equipment. Some equipment may only be used under Library Employee supervision.

5 References

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Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Accountable Officer	University Librarian and Director (Library Services)
Responsible Officer	University Librarian and Director (Library Services)
Policy Type	University Procedure
Policy Suite	Library Policy
Subordinate Schedules	
Approved Date	2/1/2026
Effective Date	2/1/2026
Review Date	16/8/2029
Relevant Legislation	Higher Education Standards Framework (Threshold Standards) 2021
Policy Exceptions	Policy Exceptions Register
Related Policies	Code of Conduct Policy Employee Diversity and Inclusion Policy Hire of Facilities Policy and Procedure Student General Conduct Policy Students with a Disability Policy and Procedure Work Health and Safety Policy
Related Procedures	Children on Campus Procedure Incident Management Procedure Visitors on University Sites Procedure Work Health and Safety Risk Management Procedure

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	Work Health and Safety Training Procedure
Related forms, publications and websites	Diversity and Inclusion LGBTIQ Community Library Events Library Services Safe Space Library Services online room bookings
Definitions	**Terms defined in the Definitions Dictionary**
	Discrimination Occurs when a person or a group of people are treated less favourably than another person or group because of race, colour, national or ethnic origin; gender or marital status; disability; religion or political beliefs; sexual preference; or some other central characteristic. Discrimination may occur when a person is denied the opportunity to participate freely and fully in normal day-to-day activities, for example being harassed in the workplace or being denied entry to public places and other facilities. Interpretation Rule: Unless context otherwise requires, a reference to 'discrimination' (or other grammatical forms of any of this term) wherever appearing in University policy or procedure, and whether or not those terms are capitalised in any such instrument, is taken to include a reference to 'Antisemitism' as defined in the Definitions Dictionary . Employee A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University. Harassment Harassment includes, but is not limited to, treating a person less favourably because of a person's characteristic such as their sex, race, age, disability, sexuality, religious or political belief or activity, or some other characteristic protected under anti-discrimination laws. Harassment may include Bullying a person and may also breach human rights legislation. Interpretation Rule: Unless context otherwise requires, a reference to 'harassment' (or other grammatical forms of any of this term) wherever appearing in University policy or procedure,

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and whether or not those terms are capitalised in any such instrument, is taken to include a reference to 'Antisemitism' as defined in the Definitions Dictionary .

Makerspaces

Makerspaces are places where people can come together to use, and learn to use materials as well as develop creative projects.

Policy

A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy.

Procedure

An operational instruction that sets out the process to operationalise a Policy.

Research Activities

Refers to activities that result in the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings. This could include synthesis and analysis of previous research to the extent that it leads to new and creative outcomes.

Student

A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

University

The term 'University' or 'UniSQ' means the University of Southern Queensland.

University Members

Persons who include: Employees of the University whose conditions of employment are covered by the UniSQ Enterprise Agreement whether full time or fractional, continuing, fixed-term or casual, including senior Employees whose conditions of employment are covered by a written agreement or contract with the University;

	members of the University Council and University Committees; visiting, honorary and adjunct appointees; volunteers who contribute to University activities or who act on behalf of the University; and individuals who are granted access to University facilities or who are engaged in providing services to the University, such as contractors or consultants, where applicable.
	Definitions that relate to this procedure only
Keywords	Library, opening hours, safe places, room bookings, makerspace, meeting rooms, computers, children
Record No	18/839PL

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