
Title:	Library Access
Document Type	Procedure
Approved by	Director Corporate Services
Reviewer	Librarian



TARGET AUDIENCE:
Organisational

PROCEDURE:

Central Gippsland Health (CGH) values and promotes a positive evidence based information and learning culture for staff and students within all sectors of the organisation and local community. CGH through its information service, The Clayton Willington Library (Sale campus), aims to provide optimum electronic and physical access to a breadth of multidisciplinary information resources.

The Clayton Willington Library is open and staffed normal business hours Monday to Thursday

- CGH staff, placement students and local community shall have access on staffed weekdays
- After-hours access shall be available to CGH identification and Library Visitor/Student card holders
- Application for Library after-hours access and Library Visitor/Student cards shall be granted only after approval by a Director and the Librarian where there is a demonstrated need
- A fee of \$170 will be payable at issue of Library Visitor/Student cards using the [Payment for Library Service](#) Special consideration for fee payment shall be given upon application to the Librarian or Director.
- All Library users shall wear/carry a CGH Identification, Visitor Pass or Library Visitor/Student card [Identification Cards](#)
- All Library users shall report to the Librarian on the first visit and shall complete [Library Registration](#)
- Access to electronic resources, collections and information platforms shall be available on CGH ICT and on personal devices using credentialed login
- All Library users shall be familiar with CGH [Use of Information & Communication Technologies](#)

OUTCOME:

Implementing this procedure will ensure fair and appropriate access to the Clayton Willington Library

DEFINITIONS:

Shall: Indicates that the statement is mandatory

LINKED DOCUMENTS:

Library Payment Form
Library Registration Form
Identification Cards
Use of Information & Communication Technologies

Focus Area(s):

National Safety and Quality Health Service Standards - Standard 1.7 & 1.8
Aged Care Standards - Standard 1
Community Common Care Standards - Standard 1

Keywords

Electronic resources

Disclaimer

The CGH staff member/committee who has/have approved this document accept PROMPT as relevant information for CGH staff to access and use appropriately.

The website will be reviewed periodically and changes made in response to professional, legislative or DHHS communiqué.