

## SCHEDULE 12 – LIBRARY AND COLLECTIONS DELEGATIONS

The following authorities and powers are conferred by the Council of Charles Sturt University on the officers or bodies specified in this Schedule in accordance with section 20 of the [Charles Sturt University Act 1989](#), section 12 and 13 of the [Public Finance and Audit Act 1983](#) and subject to the [Delegations and Authorisations Policy](#).

DR MICHELE ALLAN  
CHANCELLOR

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
LIB1 .	<b>Conditions of Library use</b>	AUTHORITY TO enforce the Rule of the Library.	Executive Director, Library Services		<a href="#">Library Rule</a>
LIB2 .	<b>Fees, Charges and Fines</b>	AUTHORITY TO recommend Library charges to the University's Budget Committee.	Executive Director, Library Services	All Library charges – cost-recovery fees for service, fines and replacement charges.	
LIB3 .		AUTHORITY TO waive fines or charges in the Library system.	Band 1	Only Team Leaders and Managers in Access Services may authorise charges or fines be waived.  Applies only to fines and charges not yet invoiced in the University finance system.	<a href="#">Division of Library Services Fines</a>
LIB4 .	<b>Collection Development</b>	AUTHORITY TO approve inclusion of resources in the Library Collection.	Section Manager Collection Services	Donations require approval of University Secretary and Director, Governance and Corporate Affairs, after consultation with Executive Director, Library Services.	<a href="#">Donations and Gifts Policy</a>  Delegations Schedule 8 – ADV4

<b>No</b>	<b>Category</b>	<b>Function</b>	<b>Delegate</b>	<b>Special Condition(s)</b> (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	<b>References</b>
LIB5.	<b>Reciprocal Borrowing</b>	AUTHORITY TO approve reciprocal borrowing agreements and service level.	Executive Director, Library Services		University Libraries Australia
LIB6.	<b>Collection Development – electronic resources</b>	AUTHORITY to sign licences for online resources.	Executive Director, Library Services	After consultation with the University Legal Office.	
LIB7.		AUTHORITY to terminate prior to end of agreement or licence for electronic resources.	Executive Director, Library Services	In accordance with specific contract termination conditions or after consultation with the University Legal Office.	
LIB8.	<b>Purchase of Faculty/Office Copies of Library Materials</b>	AUTHORITY to approve purchase and create audit trail.	Manager Acquisitions, Collection Services	Approved office copies added to the Library Acquisitions system for audit tracking.	
LIB9.	<b>Public Notices</b>	AUTHORITY to approve posting of notices in Learning Commons zones.	Director, Client Services		
LIB10.	<b>Facilities Use</b>	AUTHORITY to approve the use of Library/Learning Commons facilities to internal/external third parties.	Executive Director, Library Services		
LIB11.	<b>Agreements</b>	AUTHORITY to negotiate and approve library services agreements with schools.	Executive Director, Library Services		

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
LIB12.		AUTHORITY to negotiate and approve library services under CSU partner agreements.	Executive Director, Library Services		
LIB13.		AUTHORITY to negotiate and approve library services to CSU Study Centres.	Executive Director, Library Services		
LIB14.	<b>Library Systems</b>	AUTHORITY to approve implementation of library systems.	Executive Director, Library Services		