Document Title/Reference	Library Policy, Procedures & Charter
Purpose	To provide clear policy on the objectives of the IPA Library To provide clear procedures for the efficient and effective operation of the Library in the spirit of the IPA Library Charter To furnish a principles-based Charter on the IPA Library
Scope	IPA Library policies and procedures
Contents	1 Policy Statement 2 Access 3 Registration and Use of Facilities 4 Staffing 5 Reviewing and Including Material 6 Behaviour in the Library
Related IPA Policy	*Library Charter (provided here)*
Audience & Communication	Applicable to all Staff, Students, IPA members, Education Committee. Policy in relation to access and proper use of Library material is available both on Institute website and on moodle. The IPA Library Charter is available on the Institute website and on moodle.
Policy Owner & Implementation	The Head of Whitaker School has overall responsibility for the Library. The IPA Head Librarian, reporting to the Head of the Whitaker School, has first-line responsibility for the Library's policies and procedures. The IPA librarians, in conjunction with the head Librarian, formulate policies and procedures and effect their implementation

Key Implementation Actions	Policy in relation to the IPA Library is provided to students and staff in programme documentation and on the Institute's website. Procedures involve a clear and methodical stepped approach.
Monitoring, Evaluation and Continuous Improvement	The effectiveness of Library policies and procedures will be determined annually by the Head Librarian. Annual surveys of students will request evaluation of the Library. A complete review will be undertaken every 3 years under the direction of the head of the Whitaker School.
Revision History & Commencement Date & Date of Next Review	2006: Version 1 2016: Version 2 Commencement Date (Version 2): April 2017 Date of Next Review: 2020

1 Policy Statement

The primary aim of the Library in the Institute of Public Administration is to provide a leading-edge library and information service to students, staff and members of the Institute and to the broader public service where applicable. The library staff endeavour to provide the right information and resources in the most appropriate format and in a timely manner to a diverse range of clients. The Library supports and enhances the work of the Institute in its education, training, research, publishing and consultancy activities.

Located at the Lansdowne Road campus, the Library provides a lending, reference and information service. Access is provided to books, journals, electronic databases, reports, statistics and official publications in the general area of public management. A wide range of subject areas are covered, including economics, law, politics, management, accounting, criminology, the EU, healthcare, finance, local government and sociology.

2 Access

Access to the Library is restricted to registered students, staff and members of the Institute and to the broader public service when requested. Members of the public are admitted only by prior arrangement with the Librarian. The Library opens during term from 09.15 to 20.00 Monday to Thursday and from 09.15 to 17.15 on Friday. It will open for a limited period on most Saturdays during term. Out of term, the opening hours are 09.15 to 17.00 Monday to Friday. Information on opening hours is displayed on the IPA Website.

3 Registration, Information and Use of Facilities

- All users must register with the Library to avail of borrowing facilities.
- At orientation seminars, IPA librarians provide briefings to new students on the registration process, on the resources available in the Library and on how to use them.
- Borrowing privileges are assigned based on the course taken.
- Books must be checked out by a member of the library staff before leaving the building.

- Two weeks is the usual loan period. Books may be renewed thereafter provided another user does not require the material.

- Fines are not charged on overdue items but borrowers must meet the replacement cost of lost items.

- A postal service is offered to students studying by distance learning and to those attending certain IPA courses at regional centres.

- Material not held in the Library may be requested through a fee-based inter library loans service. Items may be delivered in hard copy or, where available, electronically. Books acquired by inter-library loan must be consulted in the Library only.

- Printing and photocopying facilities are available to library users for a charge. Free Wi-Fi is also available throughout the Library.

- Access to the Library's catalogue and its electronic resources (databases and full text journals) are available to students via moodle and are accessible freely internally, and also externally with passwords provided.

- Advice on copyright compliance is available from the Librarian, and regulations are prominently displayed adjacent to the print and photocopying facilities. Users are required to consult with a librarian if they are unsure of their obligations under the Copyright Act 200.

4   Staffing

- The IPA Library has a mixture of full-time and part-time staff.
- The Library is committed to having a majority of qualified librarians on staff.
- In order to offer a service commensurate with the IPA student cohort, the Library opens and is staffed until 8pm on weekday evenings and on Saturday mornings during term.

5   Reviewing and Including Material

- The library staff and IPA academic staff share selection of material for inclusion in the Library. The learning materials reflect the IPA's areas of interest and the programmes offered to students.

- Final responsibility for the inclusion of all items in the Library's collection rests with the Librarian.

- Suggestions by students, associate staff, etc., are welcomed and are researched and checked by the Librarian.

- Items selected for inclusion are recorded on a new books list, which is distributed to all staff. Any Individuals who have recommended purchase of an item are alerted of its arrival in the Library.

- A complete inventory of stock takes place biannually and out-of-date-material is culled.

6 Behaviour in the Library

- All users, staff and library property should be treated with respect.

- The Library provides a quiet environment for study. Phones should be switched to silent and calls made or received away from the reading rooms. Users should not engage in lengthy conversation or otherwise disturb other users.

- It is not permitted (including e-cigarettes) to smoke in the Library.

- No food or drink, except water, is permitted in the Library.

- Users must take responsibility for their personal belongings (e.g. laptops, tablets), as the Library cannot be responsible for loss or damage to those belongings.

IPA Library Charter

The Library and its users are seen under the Charter to have a mutually dependent and mutually beneficial relationship that requires certain expectations to be met on both sides. These expectations are outlined for both Institute and students.

The Library and its staff will:

- Treat you with respect, courtesy and fairness and provide a helpful and friendly inquiry service whether you are attending at Lansdowne Road or studying by distance learning.
- Provide a safe, welcoming and comfortable environment with an atmosphere conducive to learning, study and research.
- Provide equal access to its services to users with special needs, wherever that is possible.
- Provide access to a range of relevant and up-to-date books, journals and e-resources to support the education and training programmes at the Institute.
- Provide access to computers, Wi-Fi, printing, scanning and photocopying facilities.
- Assist you in the development of information and research skills.
- Respond promptly to your queries, comments or feedback.
- Provide internet access to our catalogue, databases and e-journals as well as practical advice on user education, details of the library service, opening hours, contact details etc.
- Assist users in relation to copyright compliance when reproducing library material for personal purposes.

The user of the Library will:

- Observe library regulations and treat all clients, staff and resources with respect.
- Return or renew book loans on time.
- Provide relevant and accurate information about information needs and requests.
- Comply with copyright regulations on the use of hard copy and electronic resources.
- Where applicable provide constructive feedback on the Library and its services.