

# **Access to Restricted Materials Acquired by the Library for Research Procedures**

## **Section 1 - Background and Purpose**

(1) All research conducted by La Trobe University researchers and research trainees is bound by the legislative requirements and guidelines set by government authorities. These regulatory environments for research are based on community expectations and on the risks to the community and the environment.

## **Section 2 - Scope**

(2) La Trobe University is committed to abiding by the relevant federal and state legislation and has established clear procedures for the investigation into allegations of breaches and misconduct in research. The University is registered with the [National Health and Medical Research Council \(NHMRC\)](#) and the [Office of Research Integrity \(ORI\)](#) (USA).

(3) The Library is committed to abiding by the University's regulations for research.

## **Section 3 - Policy Statement**

(4) Refer to the Research Integrity Policy.

## **Section 4 - Procedures**

### **Regulatory Environment**

(5) Access to restricted materials for the purpose of research is bound by the legislative requirements of the [Classification \(Publications, Films and Computer Games\)\(Enforcement\) Act 1995](#).

### **Requesting Restricted Materials**

(6) Researchers requiring access to restricted materials must contact the Library's Manager, Collections and Access to discuss their research needs. Written authorisation from the researcher's supervisor is required.

### **Storage of Restricted Materials**

(7) Restricted materials will be catalogued and added to the Library collection. The records for these items will indicate conditions of use as detailed in this procedure.

(8) Restricted materials will be stored in a secure location.

### **Accessing Restricted Materials**

(9) Researchers must present their La Trobe ID card when accessing restricted materials. Their ID card will be retained by Library staff while the researcher is viewing restricted materials.

(10) Restricted materials may only be accessed in the Library during business hours Monday – Friday (9.00 am – 5.00 pm).

(11) Materials may only be viewed in the room designated by Library Management.

(12) The researcher is not permitted to remove restricted materials from the designated Library room.

(13) The researcher is not permitted to leave the designated room without first notifying Library staff.

(14) When finished the researcher will notify Library staff who will retrieve the restricted materials from the designated room. Library staff will check the restricted materials to ascertain that the item is undamaged and complete. The researcher's ID card will be returned after this check has been completed.

### **Copying, Downloading, Printing, Emailing, Transmission**

(15) Restricted materials may not be shared, copied, downloaded, printed, emailed or transmitted.

### **Recordkeeping**

(16) No records of usage will be retained by the Library.

## **Section 5 - Definitions**

(17) For the purpose of this Procedure:

- a. "Restricted material" is defined according to the [National Classification Code \(May 2005\)](#).

## Status and Details

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