Guideline: Library service provision for the purpose of study

This guideline outlines the limits of library service provision to Department of Health employees undertaking study, who would otherwise be entitled to full access to the Library Service.

The Library Service is funded to provide library services and resources to support Department of Health staff in their managerial, clinical and administrative work. The provision of these services has financial and staffing cost implications and is underpinned by legally binding electronic resource licensing agreements. Therefore the Library Service reserves the right to limit library service provision to Department of Health employees undertaking study.

The following applies:

- **Professional courses run or sponsored by a Directorate**
  Contact the Manager of Information Resources and Services ahead of time to discuss what level of Library support in regards to resources and staff time the Library is able to provide.

- **Work-related study**
  The Library Service may, on a case-by-case basis, agree to support staff undertaking work related study. Work-related study is defined as study that may either be funded by an individual or by a Directorate that will have a direct bearing on that person’s current job or project. Courses for the purpose of upskilling or taken for future benefit fall outside the scope of work-related study.

  A written request from the individual’s manager outlining what course is being studied and how it is directly related to their current work must be submitted to the Library, due to the electronic resources licensing agreements with vendors. Please send this to DoH.Library@health.wa.gov.au

- **Private study**
  Private study is defined as study that is funded by an individual that is being undertaken in personal time. It may or may not be directly related to a person’s current job.

  The Library Service does not provide services to staff who are undertaking private study as:
  - it falls outside the Library’s primary purpose of service provision;
  - it is not funded to provide these resources and services to staff; and
  - it may, in some cases, contravene the conditions of our electronic resources licensing agreements.