

# Access and Loans Policy and Procedure

Supreme Court Library, Northern Territory

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<b>Contact details</b>	<a href="mailto:sclibrary@nt.gov.au">sclibrary@nt.gov.au</a>
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Acronyms	Full form
AGLC	Australian Guide to Legal Citation
AustLII	Australasian Legal Information Institute
NT	Northern Territory
OPAC	Online Public Access Catalogue

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# Supreme Court Library

## Access and Loans Policy and Procedure

### 1. Introduction

The Supreme Court Library (the 'Library') is a specialist law library that primarily provides a service to the Judiciary of the Northern Territory, including the Justices of the Supreme Court and the Judges of the Local Court, and their staff.

To improve access to justice, the Library is also available to registered library users.

The purpose of this policy is to provide information about accessing and borrowing items from the Library.

This policy applies to all registered library users. It replaces the Supreme Court Library Access and Loans Policy dated 21 October 2021.

### 2. Eligibility for Access

Only the judiciary of the Northern Territory and their staff, and registered library users, are permitted to access and borrow items from the Library.

To apply to become a registered library user, you will need to complete and sign an 'Application to become a Registered Library User' (Appendix One) and therein agree to comply with the conditions of access and loans. You will also need to provide proof of identity. There is no cost associated with registration.

The following persons are eligible to apply to become a registered library user:

- a) Department of the Attorney General and Justice employees;
- b) Employees of another Northern Territory Government Department;
- c) Northern Territory Legal Practitioners, Visiting Counsel, and Graduate Clerks (or equivalent);
- d) Members of the Legislative Assembly;
- e) Law lecturers at Charles Darwin University; and
- f) Librarians and Library staff

Applications from persons who do not fall within one of these categories, including self-represented litigants, will be referred to the Registrar, Supreme Court of the Northern Territory to consider on a case-by-case basis.

Members of the general public will not ordinarily be granted access to the Library including family members or colleagues of registered users. Requests for access will be assessed by the Registrar.

If you are approved to become a registered library user, your name will be entered in the Library Users Register for administrative purposes only including admission to the Library by security.

You are responsible for notifying the Library if your contact details change or you no longer hold a position which makes you eligible to be a registered library user.

Registrations may be cancelled or suspended at any time by the Library Manager for breaches of Library policy and may result in disciplinary action taken for breaches committed by Northern Territory Government employees or Legal practitioners.

### 3. Opening Hours

The Library opening hours for registered library users are Monday to Friday, 8.30am – 4.00pm (last admission is at 3.45pm). Registered users will be requested to vacate the Library at 4.00pm.

The Library is situated on Level 6 of the Supreme Court of the Northern Territory, State Square, Darwin.

To access the Library, once registration is approved, you will need to speak with security at the entrance to the Supreme Court building, who will facilitate access to Level 6. You do not need an appointment to attend the Library during the standard opening hours.

### 4. Library Resources and Facilities

The Library has a wide variety of resources, both print and electronic, through the provision of online databases. Some resources can be accessed online but others can only be accessed in the Library.

There are approximately 80,000 items in the Supreme Court Library collection making it the largest legal collections in the Northern Territory.

Library resources include:

#### 4.1. General collection:

The general collection is available for loan and includes:

- General text books, including biographies and legal history
- Legal text books
- Law journals, including the Australian Law Journal
- Law reports, including Australian Law Reports
- Legal encyclopaedias, including Halsbury's Laws of Australia and Australian Encyclopaedia of Forms and Precedents
- Loose-leaf services including Australian Corporation Law
- Legislation (bound volumes) including Australian Commonwealth, State and Territory and selected International jurisdictions
- Hansard
- Gazettes

Some items in the collection are not available to borrow and are marked as 'not for loan'. These items may be loaned at the discretion of the Library Manager.

## 4.2. Online databases and Websites

Provided through the Online Public Access Catalogue (OPAC) and accessible in the Supreme Court Library including:

- Lexis Advance (limited access due to licensing requirements)
- Westlaw AU (limited access due to licensing requirements)
- Supreme Court Sentencing Remarks
- Library Catalogue
- [AustLII](#):
  - Cases and Legislation from Australia and New Zealand
- [Northern Territory Legislation](#):
  - Bills, Acts and Subordinate Legislation
  - Gazettes and Hansards
- [Federal Register of Legislation](#):
  - Bills, Acts, Legislative Instruments and Notifiable Instruments
  - Gazettes

**N.B.** some access restrictions may apply

## 4.3. Supreme Court Library Facilities

In addition to the Library's resources listed above, the following facilities are available to registered library users:

- Photocopier – fees may apply for use of this service. Please speak with Library staff for photocopying service;
- Scanning (free of charge);
- Quiet study desks;
- Toilets.

## 5. General Conditions of Loans

The Library Manager has the discretion to:

- Lend or restrict access to any resource at any time
- Alter the loan period of resource or recall items
- Place a restriction of the number of loans a user may have at any one time

No resources may be removed from the Library without first being borrowed.

A person borrowing a resource from the Library is responsible for the safe keeping and return of all resources borrowed from the Library and for the cost and repair or replacement of any resource damaged or not returned.

## 6. Borrowing Resources

Resources contained within the Supreme Court Library may be borrowed by authorised library users except items identified as 'not for loan' or 'reference'.

### 6.1. Borrowing items:

1. Complete the following details on the borrowing sheet located on the front desk of the library:
  - a. Barcode – six digit number located on the front cover or front page of resources
  - b. Your name – first and last name along with Law Firm / organisation if applicable
  - c. Date

### 6.2. Loan period:

Loans are for a maximum period of 30 days unless otherwise noted.

Length of loans may vary according to resource type. Loans may also be recalled if resources are required for use by the Judiciary including Justices, Judges and their support staff.

### 6.3. Renewals:

You may renew a loan by contacting the Library.

The Library Manager has the option of denying any request for a renewal including if:

- The resource has been or is about to be recalled; or
- The resource has been requested by another library user.

### 6.4. Recalls:

Resources borrowed from the Library may be recalled by the Library Manager at any time if required by another library user. A recall notice will be sent specifying a new date for return of the resource on loan.

### 6.5. Returns:

You can return resources borrowed from the Library via the Returns Trolley located in the Civil Registry of the Supreme Court or within the Supreme Court library.

### 6.6. Penalties for overdue, lost and damaged items:

You will be notified of overdue items through an escalating notice cycle which begins with a reminder notice, followed by an overdue notice.

Your borrowing rights will be suspended immediately a resource becomes overdue and will remain in effect until:

- All overdue resources are renewed or returned; or
- Replacement costs are paid for any resource lost or damaged.

Charges applied to lost or damaged items are the actual replacement cost of the item. The Library Manager will provide costs prior to replacement of items. Borrowers can request to provide a replacement copy provided it is of similar condition – requests will be assessed on a case-by-case basis by the Library Manager.

## 7. Research Assistance

Library staff are available to assist Library users with general enquiries including locating resources. Research services are only provided to members of the Northern Territory Judiciary along with their staff.

Several free online resources are available to assist with legal research including:

- [Australian Guide to Legal Citation](#) (AGLC)
- [Jade](#)

## 8. Training

Training on legal research methods including use of print and online resources along with Library induction training is only available to members of the Judiciary and their staff including Justices, Judges, Associates and Executive Assistants.

## 9. Enquiries

If you have any enquiries in relation to access and loans from the Library, please contact the Library via email at: [sclibrary.nt.gov.au](mailto:sclibrary.nt.gov.au) or telephone on: (08) 89996583.



## Appendix One:

### Application to become a Registered Library User



**SUPREME COURT OF THE NORTHERN TERRITORY  
APPLICATION TO BECOME A REGISTERED LIBRARY USER**

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Use this form to register for access to the Supreme Court Library. Prior to applying for registration, please read the Supreme Court Library, Access and Loans Policy and Procedure.

**PART A – DETAILS OF APPLICANT**

Full Name: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**PART B – ELIGIBILITY FOR ACCESS**

I am applying for registration in my capacity as a:

☐ Department of the Attorney General and Justice employee

☐ Employee of a Northern Territory Government Department

Please specify: \_\_\_\_\_

☐ Northern Territory Legal Practitioner

☐ Graduate Clerk (or equivalent)

☐ Visiting Counsel

☐ Member of the Legislative Assembly

☐ Law lecturer at Charles Darwin University

☐ Librarian

☐ Self-represented litigant

Please specify proceeding: \_\_\_\_\_

☐ Other (for example: general public)

Please specify: \_\_\_\_\_

In the case of a self-represented litigant or other, please provide a brief summary of your reasons for seeking access to the Supreme Court Library:

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## PART C – CONDITIONS OF REGISTRATION AND DECLARATION

By applying to be a Registered Library User of the Supreme Court Library, I acknowledge that I have read and understood the Supreme Court Library Rules and Supreme Court Library, Access and Loans Policy and Procedure, and I agree to:

- Comply with the Supreme Court Library, Access and Loans Policy and Procedure.
- Maintain accurate contact details by advising the Library of any changes to my address, email or phone number.
- Advise the Library if I no longer hold a position which makes me eligible to be a registered library user.
- Follow directions of the Supreme Court Library staff
- Respect staff of the Supreme Court and Library along with other Library users
- Not attempt to access other areas of the Supreme Court other than the Library
- Only utilise the Supreme Court Library for the purposes indicated in Part B
- Return or renew resources borrowed from the Library by the due date.
- Take responsibility for all resources borrowed from the Library, and pay for the cost and repair or replacement of any resource damaged, whilst in my possession, or not returned.

I also confirm that the information and particulars provided by me in relation to registration are complete, accurate and up-to-date.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this form via email to: [sclibrary.nt.gov.au](mailto:sclibrary.nt.gov.au) (with proof of your identity attached, such as a copy of your driver licence)**

## PART D – OFFICE USE ONLY

Is the applicant eligible to be a Registered Library User?

☐ Yes ☐ No

In the case of a self-represented litigant or person identified as 'other', does the Registrar, Supreme Court of the Northern Territory Court approve the person being a Registered Library User (attach approval/refusal)?

☐ Yes ☐ No

Does the Library Manager approve the person being a Registered Library User?

☐ Yes ☐ No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_