

OPERATIONS POLICY - ALUMNI ACCESS TO LIBRARY & LEARNING CENTRE RESOURCES

1. Policy Statement	SAE Institute Pty Ltd trading as SAE offers Alumni of SAE, access to campus Library & Learning Centres throughout Australia.
2. Purpose	To detail the Library & Learning Centre services available to graduates of SAE.
3. Scope	This policy applies to all Graduates of SAE.
4. Associated Policies and Procedures	This policy should be read in conjunction with the following policies and procedures:
5. Associated Documents	<p>This policy should be read in conjunction with the following documentation:</p> <ul style="list-style-type: none"> • Library Conditions of Use Agreement. • Visitors to SAE campuses.
6. Policy	<p>6.1 Accessing Campus Library & Learning Centres</p> <p>On arrival at a campus, Alumni must register in accordance with the Visitors to SAE Campuses Policy. Graduates of SAE are eligible to access the Library & Learning Centres at any of SAE Campuses throughout Australia, free of charge.</p> <p>6.2 Access to Resources</p> <p>Alumni may use items from the collection within the confines of the Library & Learning Centre. Access rights do not extend to borrowing privileges.</p> <p>Some resources may be restricted and not available for use by Alumni, such as items in heavy demand or those restricted by licence conditions.</p> <p>Current students and staff of SAE have priority access to resources and facilities in the Library & Learning Centre.</p>
7. Records	<p>7th February 2013 policy implemented (Approved by Joseph Anthonyysz, Managing Director and CEO)</p> <p>Policy to be reviewed: 7th February 2014</p>

Approved By : Mr Joseph Anthonyysz, Managing Director & CEO
 Date : 7th February 2013
 Document : 1_O_POL_001_Alumni_Access_LLC_130207