

Division of Library Services

Library Work Placement Policy

Version	1.0
TRIM file number	11/XXXX
DLS Document Number	POLDEV03
Short description	A policy relating to students on work placements hosted by Library Services
Relevant to	Library staff, students accepted into a Library work placement program
Authority	This Policy has been approved by the Executive Director Library Services in accordance with the Policy on Delegations and Authorisations - Delegation Schedule 4, HR [19].
Responsible officer	Director, Development Services
Responsible office	Development Services
Date introduced	21, June 2011
Date(s) modified	
Next scheduled review date	June, 2014
Related Library documents	Library Work Placements Procedure
Related University documents	Code of Conduct for CSU Staff Policy for the use of University Computing and Communication Facilities
Related legislation	
Key words	Work placement, work experience, practicum, policy

1. PURPOSE

CSU Library supports work experience and work placements in the [business areas covered by the Division of Library Services](#) and provides tailored programs to meet the needs of the individual concerned.

2. SCOPE

2.1. This policy applies to students engaged in work placement activities defined in section 3 of this policy

2.2. This policy does not apply to volunteer workers. Charles Sturt University Library does not host volunteers

3. DEFINITIONS

Work experience refers to placement of a student on formal request of a school, TAFE or registered career development provider for the purpose of gaining experience in the library workplace to inform career choice

Work placement refers to a practicum placement of a student engaged in formal study which leads to qualifications relevant to the business operations of Library Services. The placement is considered after a formal approach from the institution at which the student is studying

5. CONDITIONS

CSU Library Services supports placements at the discretion of Library management, when it has the capacity and resources to do so.

6. CONTACT DETAILS


Work placement organisers should contact the [Coordinator Staff Development](#) for further information.

7. DOCUMENT CONTROL

7.1 DOCUMENT HISTORY

Version number	Date issued	Author	Short description of amendment
1.0	21 June 2011	Alice Ferguson & Sarah Bishop	

7.2 DOCUMENT AUTHORISATION

Authorising officer	Executive Director, Library Services
Name	 S. D. Oakley
Date	21 June 2011