

## **APPENDIX B: LIBRARY AND INFORMATION SERVICES REGULATIONS**

### Purpose and scope

1. The Academic Board has made these regulations to benefit all Library users. Everyone's co-operation in observing them is essential for the common good. The regulations aim to promote:
  - (a) equitable access to Library materials, information sources and services;
  - (b) the maintenance of Library materials, equipment and buildings in acceptable and serviceable condition;
  - (c) the maintenance of a quiet environment conducive to study;
  - (d) proper conduct when using the library services of other institutions.

**Please read these regulations carefully, as ignorance of them cannot be accepted as an excuse for non-compliance. The Librarian – or any person nominated by the Librarian – has authority to maintain good order in the Library and may exclude from it or suspend from its use or impose a fine on users who break the Regulations. The Librarian may report to the College Executive Group users responsible for serious or persistent breach of the regulations; such conduct may also be a breach of the Student Conduct and Behaviour Policy.**

#### Definitions

2. The 'Library' means any section of the College Library building, including computer areas. In context, it also means the Library service.
3. The 'Librarian' means the College Librarian or any person nominated by the College Librarian.
4. 'Book(s)' means any form of information resource.
5. 'Library card' means the College identity card.

#### Policy

6. The College aims to provide high-quality Library services and expert assistance in support of the teaching, learning and research needs of all students and staff. The College aims to keep rules to a minimum while ensuring that as many facilities as possible are available to all members of the College's academic community, and that the College is able to maintain and improve the quality of its services for their benefit.

#### *Opening hours*

7. The Library is open during such periods of the year and during such hours as the Academic Board may from time to time prescribe.

#### *Access and membership*

8. Details of eligibility for access and membership, entitlements and charges are as the Academic Board may from time to time prescribe.

9. Anyone using the Library must be registered as a user. Users must produce their Library card when entering the Library, when borrowing books, and at the request of Library staff.
10. Library cards, including day tickets, may be used only by the person to whom they have been issued and whose name appears on the card.
11. A charge will be made for replacement cards except for stolen cards if a police incident number is produced.
12. Users must notify the Library immediately of any change of postal or email address.

### *Conduct*

13. Users must behave considerately and respect the study needs of others.
14. Study areas in the Library may be designated silent, quiet, laptop-free or available for group work. Users must maintain good order and observe the rule applying to each area. Mobile devices may be used only in silent mode except in designated phone zones.
15. Places cannot be reserved. Library staff may remove books and other articles that have been left for more than 30 minutes.
16. Users must not mark, deface or damage Library books, their Library card or the fabric, furniture and fittings in the Library building.
17. Users are liable for any loss of, or damage to, books or other items while in their charge. Any loss or damage must be reported immediately to a member of Library staff.
18. Smoking, eating and drinking (except bottled water) are not allowed in the Library. Smoking is not allowed near the Library entrance.
19. All users leaving the Library must show all books in their possession if requested to do so whether these belong to the College or not. Users may also be required to open for inspection any bags or other receptacles carried out of the Library.
20. All users must leave the Library by closing time and immediately when the alarm sounds or when requested to do so by Library staff.
21. Animals (except assistance dogs) are not allowed in the Library.
22. Photography and filming in the Library are allowed only if the Librarian has given prior written permission.

### *Borrowing*

23. No book may be taken out of the Library until the loan has been recorded on the Library system.

24. Borrowers are responsible for all items issued to their Library card. This responsibility ends only when the item has been recorded as returned on the Library system.
25. Books on the open shelves may be borrowed except those temporarily or permanently confined to the Library. Books not on open access may be consulted on application; any item made available for consultation in the Library must be returned as directed before the staffed services close.
26. Books and other loanable items must be returned no later than the due date or earlier if recalled by the Library. Fines will be charged on books and other loanable items kept overdue. Fines will be as indicated in Library information (such as signs) and at such rates as may from time to time be set.
27. Users with unpaid fines or overdue items may not be allowed to borrow further books or other loanable items or use Library facilities until the fines are paid and books are returned or renewed. The Librarian has the power to cancel or reduce fines in any particular case.
28. Books that are already on loan may be reserved by another borrower. When returned, reserved books will be available for collection for a limited period only.

*Document supply*

29. Requests for document supply, including loans from other libraries, may be made. They will be subject to such quotas and charges as the Librarian may from time to time prescribe.

*Copyright*

30. All users of Library materials are personally responsible for ensuring they observe UK copyright legislation; failure to do so is a serious breach of Student Conduct and Behaviour Policy as well as being a breach of the law.
31. Members of the College who copy and scan Library books under the terms of any licensing scheme in force within the College are personally responsible for ensuring they comply strictly with that scheme. Any breach of such schemes is a serious breach of Student Conduct and Behaviour Policy.
32. All users of electronic information resources must abide by the terms of the appropriate licences.

*Information technology*

33. Users of computers in the Library must abide by the Regulations for IT Users.

*Use of other libraries*

34. All users who have been granted access to the libraries of other institutions because of their College status must abide by the visited library's regulations. Any breach of these, or any other form of misconduct, is a breach of the College's Library regulations.

*Users who are not members of the College*

35. Users who are not members of the College must abide by these regulations. Any breach of them, or any other form of misconduct, may lead to disciplinary action by the College. If a breach of the regulations or other misconduct occurs, the College reserves the right to inform any organisation or scheme through which use of the Library has been allowed.

*Third-party insurance*

36. A third-party insurance policy indemnifies (fully protects against loss) the College regarding its legal liability to compensate people (including students) who suffer death, injury, or loss of or damage to their property. For there to be a legal liability it is normal for proof of negligence by the College to be established.

Advice

37. Advice for students and staff on Library and Information Services is available from the Library or the Library area in the College VLE (GSM Learn). More complex queries may be referred to appropriate individuals.
38. If any staff development needs are identified, these may be discussed with members of the Staff and Educational Development Team.

Fees

39. Charges may be applied for the late or non-return of Library property as outlined in the Schedule of Fees and Charges

Enforcement, monitoring and review

40. If any person or body in the College or a staff member refuses to comply with a decision taken under these regulations, their refusal must be reported to the Head of LIS who will take whatever action is necessary to enforce the decision.
41. Each year, the Faculty Management Boards must receive a report that enables them to monitor, identify and act upon any shortfalls in how the regulations are interpreted and operate.
42. Every three (3) years, the Faculty Management Boards must review these regulations to ensure:

- (a) they remain current and continue to meet the expectations of the current UK legislation;
- (b) that areas of enhancement or any concerns raised by anyone involved in these procedures have been addressed; and
- (c) that opportunities to reduce unnecessary bureaucracy have been taken.