LIBRARY AND INFORMATION SERVICES REGULATIONS

Purpose and Scope

1. This section of the Consolidated Policies and Regulations (CPR) explains what is expected of students and staff who make use of the College Library services and what they can expect from Library and Information Services staff.

2. This section applies to all current staff and students of the College.

Definitions

3. ‘Library’ refers to any or all of the spaces which form part of the College’s Library and Information Services (LIS), including all areas under the remit of LIS.

4. ‘Head of LIS’ refers to the Head of Library and Information Services and includes anyone authorised to act on behalf of the Head of LIS.

Introduction

Overview

5. 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. We aim to keep rules to a minimum while ensuring that as many facilities as possible are available to all our users, and that we are able to maintain and improve the quality of our services for the benefit of all members of the College’s academic community.

Procedures

Compliance

6. Use of the Library is restricted under regulations 9-10 below, and is conditional on the observance of the Library and Information Services Regulations. All members of LIS staff are empowered to enforce these regulations, and any enforcement is expected to be accepted with good grace by all Library users.

7. Failure to comply with the regulations may result in the suspension of services, the imposition of penalties, and action under the Student Code of Conduct.

Admission

8. All currently registered students and staff of the College may make use of the Library and its services.

9. Other users may occasionally be permitted restricted access as guests, as determined by the Head of LIS.

10. Services may be restricted at any time at the discretion of the Head of LIS.

11. If the Library’s alarm system is triggered, the Head of LIS has the right to request bags brought into the Library are searched under the College Search and Restraint Policy.

Conduct within the Library

12. Users must provide identification on request. In the case of students and staff, this must be a valid GSM identification card.

13. Users are expected to behave with consideration to fellow users of the Library, and must observe guidance relating to noise in designated areas.
14. Conversations may only be held in group or quiet study areas (where available). No conversations at all may take place in silent study areas.

15. Mobile phones must be switched to silent mode and users must leave the Library to take a call.

16. Any audio equipment used must be inaudible to other users.

17. The reservation of study spaces is not permitted unless there is an official booking system (e.g. for some group study rooms or PCs). Any articles left unattended may be removed by LIS staff if the owner cannot be located within the Library.

18. Food may not be consumed within the Library. Bottled and covered drinks only are permitted. Care must be taken with drinks to avoid spillages. Unattended food or drink may be removed by LIS staff and disposed of without prior warning.

19. Users must not mark, deface or damage any Library material or property.

20. Any incidence of disrespectful behaviour towards staff or fellow users will result in action under the Student Code of Conduct.

21. Users must leave the Library promptly when closure or any other reason for evacuating the premises is signalled, and when requested to do so by staff.

Borrowing materials

22. No material may be removed from the Library until its loan has been properly recorded at the Enquiries Desk or self-service loan terminal.

23. Users are required to present their GSM identification card to borrow material, and remain responsible for items until they are returned (see regulation 25 below). No item may be borrowed on behalf of another user.

24. On return, all material must be checked in at the Enquiries Desk or using a self-service loan terminal. The out of hours book return (where available) may be used only outside Library opening times.

25. All items must be returned to the Library at the campus from which they were borrowed by the end of the designated loan period.

26. Users who fail to return material by the end of the designated loan period or by the earlier date specified in a recall notice will be liable to overdue penalties under the Library Loan Procedure.

27. Users appealing against overdue penalties because of illness or other mitigating circumstances must to do so by presenting appropriate documentary evidence under the relevant regulations.

28. Users should report any lost material to the Library immediately. A charge for replacement of the material will be applied under the Library Loan Procedure.

29. Users who have completed their final examinations and assessments cease to have borrowing privileges.

Copyright

30. Photocopying, scanning or printing of Library materials may only be carried out in accordance with copyright legislation and any copyright licences held by the College.
Using online services

31. The use of electronic publications provided by the Library is subject to the College IT Regulations, to copyright legislation, and to the licence agreements of each product.

Advice

32. 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.

33. If any staff development needs are identified through these discussions these may be discussed with members of the Staff and Educational Development (SED) team.

Fees

34. No fees are associated with these regulations.

35. Charges may be applied for the late or non-return of Library property.

Enforcement, Monitoring and Review

36. If any other 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 such action to enforce the decision as is deemed required.

37. 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.

38. The annual report must include statistical data on numbers of incidents; the outcomes, departments and programmes from which they originate; the length of the process; and the equality characteristics (including sex, disability and ethnicity) of those involved in the incident.

39. Every three (3) years, the Faculty Management Boards must review these regulations to ensure:

   (a) they maintain currency and continue to meet the expectations of the current UK legislation; and

   (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.

Schedule (not part of the regulations)

Responsible Senior Officer: Head of Library and Information Services
Approved by: College Executive Group
Version: 1.0
Date: 17 November 2015
Reviewing Body: Education Committee
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Next Scheduled Review: Oct 2018