

# Library

## Use of the Library Policy



## Version control

Owner:	Pro-Vice-Chancellor for Learning, Teaching and Student Experience
Author:	Head of Library Services
Approved by:	Executive Board
Date of Approval of this Version:	29 September 2022
Next Review Date:	1 September 2025
Version Number:	Version 1.0: replaces the 2014 Library Regulations
Applicable Statutory, Legal or National Best Practice Requirements:	Not applicable
Equality Impact Assessment Completion Date:	1 January 2000
Data Protection Impact Assessment Completion Date:	Not applicable

This document can only be considered valid when viewed via the University website. If this document is printed into hard copy or saved to another location, you must check that the version number on your copy matches that of the one on the University website. Approved documents are valid for use after their approval date and remain in force beyond any expiry of their review date until a new version is available.

## Contents:

Version control .....	2
Contents:.....	3
1. Introduction .....	4
2. Scope.....	4
3. Responsibilities .....	4
4. Policy statements .....	4
Hours of Opening.....	5
Admission.....	5
Borrowing .....	5
Inter-Library Loans .....	6
Conduct and behaviour .....	6
Penalties .....	7
5. Monitoring and review.....	7

## 1. Introduction

- 1.1 Admission to the Library is conditional on observance of this Policy.
- 1.2 All users are expected to know this Policy, which may be viewed via the Library's webpages and the University's Policies and Procedures webpage.

## 2. Scope

- 2.1 This Policy relates to the use of the J.B. Priestley Library only.
- 2.2 The Special Collections Service may sometimes require a different approach to access and collections care. These differences will be published in Special Collections policy documents.
- 2.3 In this Policy the word "book" is deemed to cover all kinds of Library material, unless the context specifically limits the meaning to a particular type of material.

## 3. Responsibilities

- 3.1 All members of the staff of the Library and Security are empowered to enforce the regulations.
- 3.2 The Head of Library Services has the authority for the following:
  - Temporarily varying the Library Opening times in exceptional circumstances;
  - Granting admission to other persons not listed in this Policy;
  - Determining the number of books that can be borrowed for any individual category of member;
  - Granting additional borrowing facilities;
  - Determining charges for the replacement of an external library card; and
  - Setting the level of fines and charges for the replacement of books.
- 3.3 The Head of Customer Services may also grant admission to other persons not listed in this Policy.

## 4. Policy statements

## Hours of Opening

- 4.1 The standard opening hours shall be as approved by the Senate and shall be displayed at the Library and on the Web.
- 4.2 These may be temporarily varied in exceptional circumstances.

## Admission

- 4.3 Persons in the following categories are entitled to use the Library for reference and study purposes:
- Members and retired members of the University staff;
  - Full and part-time students registered for courses of study within the University;
  - Members of the Court and Council during their term of office.
- 4.4 Other persons not mentioned above may be granted permission to use the Library for reference and study purposes at the discretion of the Head of Library Service or Head of Customer Services.
- 4.5 Exceptions to these admission rules will be published on the Library's web page for visitors.
- 4.6 Staff and student University ID cards also act as the Library card.
- 4.7 All external members are issued with a photo Library card. Charges will apply for replacement cards.
- 4.8 All users must carry their Library card at all times when using the Library. Entry to the Library may be refused without the Library card. Library and Security staff have the right to inspect the Library card to verify the identity of the bearer.
- 4.9 Library cards are not transferable.
- 4.10 External members are only entitled to access electronic information services on campus and where the resource licence permits.

## Borrowing

- 4.11 Students and staff of the University, and some categories of external library member, can borrow books.
- 4.12 The loan period of the book is stated on the library catalogue.
- 4.13 Additional borrowing facilities may be granted for a limited period in cases of extraordinary need.

- 4.14 The loan of books may normally be renewed, unless the book has been requested by another user.
- 4.15 Users may be held responsible for all books on loan to them for as long as the issue record remains un-cancelled.

### **Inter-Library Loans**

- 4.16 Students and staff of the University are entitled to use this service for academic purposes.
- 4.17 Provision of materials through document delivery services is subject to the copyright legislation currently in force.
- 4.18 Books borrowed from other libraries are made available subject to the conditions imposed by the lending library.

### **Conduct and behaviour**

- 4.19 Use of the Library is for academic purposes only. Any other activity not related to academic studies is strictly forbidden. This includes but not limited to, social activities and games.
- 4.20 Persons using the Library must conduct themselves in a manner that will not give offence to other Library users or to members of the Library staff. The Library's customer charter and disciplinary process will be published on the Library website.
- 4.21 No user may reserve any place in the Library except in accordance with any authorised booking system that may be in operation.
- 4.22 Persons using the Library must not cause any unnecessary noise or disturbance.
- 4.23 The consumption of food and drink must be in accordance with the food and drink policy. Entering the library with hot food is not permitted.
- 4.24 Smoking, vaping, the consumption of alcohol and illegal substances are forbidden in all parts of the Library.
- 4.25 All books taken out of the Library may be checked by a member of the Library or Security staff at the exit. The contents of bags or cases must be made available for inspection at the exit control on request.
- 4.26 Library notices will be sent by e-mail. Failure to receive notices will not invalidate any subsequent proceedings or action.

- 4.27 The loss of a library card must be reported immediately to the Library; users will be responsible for any books borrowed on a lost card before such notification is made. The Library may charge for the replacement of an external library card.
- 4.28 The University Library may not be used for the distribution or display of posters, flyers, leaflets or any other similar type of material without special permission. Any such material distributed or displayed without permission will be removed.
- 4.29 When making copies, e.g. photocopying, scanning, printing or taking digital photographs, users must abide by current UK copyright law.
- 4.30 Animals, other than assistance animals, may not be brought into the Library.
- 4.31 Scooters, bicycles and electric vehicles of all kinds may not be brought into the Library.

## Penalties

- 4.32 Borrowers who fail to return books by the due date may be charged fines. The level of fines will be displayed on the Library's website. Borrowers who owe fines may not be allowed further borrowing until the fine is paid.
- 4.33 Any user may be required to pay for the replacement of any book which is lost or damaged beyond repair while on loan or being used by the user.
- 4.34 Fines or charges may be waived or varied if the circumstances warrant such action.
- 4.35 Any infringement of this Policy by a user may lead to the temporary suspension of Library facilities.
- 4.36 Repeated infringements will result in disciplinary action being taken in accordance with the University Disciplinary Procedure for Staff or the Student Disciplinary Procedure.

## 5. Monitoring and review

- 5.1 The approval of the Policy will be communicated to users.
- 5.2 The impact of this Policy shall be reviewed by Library Staff.
- 5.3 This Policy will be reviewed not less than every three years.