

## **Library regulations**

- These regulations are a set of policies and codes designed to help you use the library effectively. We want your experience of library services to be a positive one and your co-operation in observing the regulations is essential for the common good.
- Users should use library space as a base for study and/or research. The library staff have the right to ask users to leave the space if it is used for other unauthorised use.
- University-wide policies relating to standards of behaviour, theft, damage, the use of IT facilities, copyright and information compliance apply equally to library services, library staff and library space and are therefore not included here.
- Everyone who uses University library services automatically undertakes to observe these regulations. Users who infringe these regulations risk the library sanctions described below, as well as any sanction applicable within University-wide policies and codes.
- These regulations also apply to Alumni members and external users.

### **1. Library membership**

- 1.1 Registered users may use the facilities in all of the libraries in the University according to the rights defined by their category of membership.
- 1.2 Authorised external users have to complete registration formalities and produce a valid ID before a card can be issued.
- 1.3 If you lose your ID card, which is also your library card, you must report it to the Library and also to the School Registry Office. Until the library has recorded the loss, any material issued on that card continues to be the responsibility of the person named on it.

### **2. Borrowing material**

- 2.1 Items may not be borrowed without the production of a valid University of Westminster ID or an authorised external user's library card.
- 2.2 You should not lend your card to anyone else nor allow any other person to use it, unless you have an authorised helper.
- 2.3 No library materials of any kind may be removed until they have been issued to you.
- 2.4 University of Westminster staff and students may normally borrow up to 15 items at a time. Loan periods and conditions for certain categories of material may vary. These will normally be displayed on the library system, but it is the responsibility of the user to check locally for details. Registered external users may borrow a maximum of 5 items.

2.5 You are responsible for the condition of everything while it is on loan to you. Materials must not be damaged, defaced by writing or otherwise altered.

2.6 Items may not be renewed if another reader has reserved them or if they have been recalled by library staff.

### **3. Returning material**

3.1 All items borrowed must either be returned to the library's authorised point(s) of return or renewed, on or before the due date. The library reserves the right to set the due date of any item.

3.2 Responsibility for the safe return of all material lies with the reader whose name is on the card and you are personally responsible for knowing when all your items are due for return. We will normally send reminders and overdue notices by email. This is a courtesy however and cannot be guaranteed.

3.3 Failure to return or renew on time will result in the automatic suspension of all borrowing and renewing, for the same period that an item has been overdue. This sanctions policy is applied equally to all users and throughout the calendar year. The effect of the sanction is to block any library borrowing, including loan renewals, for the same period that an item has been overdue. For example the return of a book five days late will generate a block for the following five days, including weekends and bank holidays.

3.4 Items returned via book bins when the Library is closed may not always be dealt with on the same day. You should bear this in mind if prompt return is important and will affect your borrowing rights.

3.5 Some loan periods are extended over the summer vacation and it is important to make sure that your books are correctly renewed to take advantage of this. All items on your record must be returned at the end of the second semester unless you have been specifically given a date beyond that.

3.6 Any items borrowed on your behalf from other libraries using the ILL service (Inter-Library Loan) must be returned by the due date. Failure to return or renew on time may result in charges being passed onto you.

3.7 Before leaving the University, please return all library items you have on loan.

3.8 Any loss of library materials must be reported immediately. All lost items must be paid for and this replacement cost is not refunded if the item is subsequently found. Borrowing rights are normally suspended until full payment has been made. A crime reference number for stolen material may be accepted in lieu of payment.

#### **4. Security**

- 4.1 A security system operates in the libraries. If anyone leaving any of the University libraries activates the security system, a member of staff will establish whether it is University library material that has activated the system. If this is the case, a University incident report form may be completed and if so, the matter will be referred to the Site Library Services Manager.
- 4.2 If the Site Library Services Manager considers that there has been an attempted breach of security, the incident will be treated as a breach of the University regulations governing student/alumni conduct. The appropriate formal procedure will then be followed.

#### **5. Study environment**

- 5.1 The libraries aim to provide varied learning spaces to suit all study needs. Talking is allowed in group study areas whereas silence must be observed in silent study areas. The Library staff have the right to assess the acceptable level of noise at any time.
- 5.2 Hot and cold drinks, except alcohol, are allowed in the libraries. Food is not allowed.
- 5.3 Mobile phones, laptops and other electronic devices should be set to silent mode or switched off in the libraries, so that they do not disturb others. They should not be used at all in designated areas.

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