

## **REGULATIONS GOVERNING THE USE OF THE UNIVERSITY LIBRARY AND ARCHIVES SERVICES**

### **Purpose and Context**

It is the aim of these regulations to help all those who use the University Library or Archives Collections to fully exploit the resources for teaching, learning and research.

### **Scope**

These regulations apply to anyone using the University Library or Archives.

#### **1. ACCESS AND MEMBERSHIP**

- 1.1 Access to all library and information services is dependent on compliance with the regulations.
- 1.2 Library membership is open without charge to all staff and students currently employed by, or registered at the University, and to affiliates of the University.
- 1.3 Borrowing from the Library by members of another institution is limited to the terms of a formal agreement with the institution concerned, or the terms of any more general reciprocal borrowing agreement to which Computing and Library Services is a signatory.
- 1.4 Members of the general public may use the Library for reference purposes. They may not borrow books, except as permitted under the Public Membership Scheme. They may have walk-in access to some electronic resources, depending on the licence terms.
- 1.5 Public Members (other than Alumni and SCONUL Access) are not eligible to use networked IT facilities.
- 1.6 Anyone may use the University Archives for reference purposes in the Heritage Quay research room, or via online appointment.
- 1.7 Access to the Library by external members and visitors may be suspended at peak times of the year.

#### **2. OPENING HOURS**

- 2.1 Hours of opening and closing are posted at the entrance to the Library and also published on the [Library web site](#).
- 2.2 The University Archives are housed within Heritage Quay. Opening hours for the exhibition spaces and for the research room are published on the [Heritage Quay website](#) and posted at the entrance.

#### **3. ARRANGEMENTS FOR BORROWING FROM THE LIBRARY**

- 3.1 Staff and student members must obtain a University Campus card, which they must carry at all times, and which must be used in order to gain admission to the Library. University Campus cards are not transferable and the cardholder is responsible for all items borrowed against the card.
- 3.2 Those individuals who are neither staff, students nor affiliates of the University must register in order to obtain access. Such members must notify [Computing and Library Services](#) of any change of name and/or contact address.

- 3.3 Lost or stolen cards should be reported to Computing and Library Services immediately to prevent fraudulent use. Library members will be provided with a replacement upon payment of the appropriate fee.
- 3.4 The borrowing entitlement varies according to student, postgraduate, research or staff status. The entitlement will be publicised on the Library web site and through other means as appropriate.
- New Affiliate members will be informed of their entitlement upon collection of the University Campus card.
- 3.5 Student members are required to return all items on loan to them before the end of their course.
- 3.6 Journals and reference materials may not be borrowed.
- 3.7 Computing and Library Services staff may permit Library items not otherwise for loan to be borrowed.
- 3.8 Fines will be charged in accordance with the advertised scale of charges. If, despite written requests for its return, an item remains outstanding, the member concerned will be required to pay the cost of replacement, and access to the Library may be suspended.
- 3.9 A member must pay the replacement cost of any item borrowed against their card which is lost, stolen (or otherwise irrecoverable) or is damaged.
- 3.10 Items not accessible from the Library's own resources may be requested via the [Inter-Library Loan service](#). Members will be required to observe the terms and conditions relating to Inter-Library Loans as advertised on the Library web site.

#### 4. **CONDUCT, SECURITY AND SAFETY**

- 4.1 Customers must abide by all University policies and treat others with dignity, courtesy and respect at all times. Computing and Library Services has a policy of zero tolerance towards aggressive, discriminatory or anti-social behaviour.
- 4.2 University customers must produce their Campus/Library ID Card when requested to do so by any member of Computing and Library Services staff. Other customers must produce ID when requested.
- 4.3 Study areas in the Library and Heritage Quay may be designated silent or quiet study. Customers must observe the rules applying to each area. Mobile devices may only be used in silent mode except in designated areas.
- 4.4 The use of communication platforms (e.g. Microsoft Teams) video and voice calls is only permitted in designated areas and headsets must be worn.
- 4.5 The reservation of computer workstations or study spaces is not permitted except in accordance with any authorised booking system that may be in operation.
- 4.6 Smoking, including the use of electronic cigarettes and similar devices, is strictly prohibited.
- 4.7 Food may only be consumed in designated areas of the Library. Drinks may be consumed throughout the Library: hot drinks must be in reusable lidded containers; water and cold drinks must be in bottles or lidded containers. This facility may be

withdrawn at any time at the discretion of the Director of Digital Information. No food or drink should be consumed in the Heritage Quay research room.

- 4.8 Animals (other than Assistance Dogs) may not be brought into the Library.
- 4.9 Personal possessions should not be left unattended; the University accepts no responsibility for the loss, theft, or damage to such items left anywhere in the Library at any time. Personal possessions in the Heritage Quay research room (other than materials for note-taking and photography), must be left in the secure storage facilities provided.
- 4.10 No Library materials or items in the care of the University should be removed without following the appropriate borrowing procedures. Computing and Library Services staff have the authority to search bags being taken through the exits to satisfy themselves that this rule is being observed. However, the right to search will only be invoked if the electronic security system normally used is unavailable, or if staff have reasonable grounds to suspect an infringement.
- 4.11 Library materials, property or items in the care of the University must not be defaced or damaged in any way, either intentionally or recklessly. Customers will be required to pay for any damage.
- 4.12 Customers must not prejudice the University's legal obligations, particularly with regard to copyright (e.g. photographing or photocopying), data protection (e.g. information relating identifiable living individuals) or off-air recordings (all off-air broadcasts are to be used for educational purposes only). Customers must comply with the directions of staff in these matters and seek their advice when in doubt.
- 4.13 Anyone wishing to film or take photographs within the Library must seek permission in advance from designated staff. Photography of items in the Heritage Quay Research Room requires the completion of the relevant copyright declaration form.
- 4.14 Members must abide by the University Computing [Regulations](#) and they must not divulge to anyone, any usernames or passwords that are assigned to enable access to University computing systems and electronic resources.
- 4.15 Accompanied children are allowed into certain parts of the Library and Heritage Quay, but they must be supervised at all times and must not disturb other customers.
- 4.16 In accordance with the University's Health and Safety Policy, all customers must co-operate by taking proper care of the health and safety of themselves and others. Occupants must evacuate the premises when the alarm sounds or as directed by staff. Any accident or hazardous situation must be immediately reported to a member of staff.
- 4.17 Personal digital devices such as laptops and tablets may be brought into the Library and Heritage Quay. Customers must ensure the equipment is in good working condition and does not pose any health and safety hazards e.g. through trailing cables. Computing and Library Services staff have the authority to require customers to remove any equipment which may cause a hazard to others, or which may interfere with the University electricity supply or computer networks. University equipment must not be unplugged.
- 4.18 The Library may not be used for the distribution or display of pamphlets, posters, or any other similar type of material without special permission. Any such material distributed or displayed without permission will be removed.

4.19 Users must abide by the handling guidelines for material used in the Heritage Quay research room and will be informed of these on each visit.

## 5. **INFRINGEMENT OF THE REGULATIONS**

5.1 In the event of any infringement of these regulations, the Director of Digital Information or other designated member of staff is empowered:

- a) to require an individual to leave the premises
- b) to suspend the borrowing rights of an individual
- c) to refuse access to the Library or the Heritage Quay research room
- d) to disable an individual's computer account

5.2 In the event that outstanding charges remain unpaid, any withdrawn privileges will not be restored until the debt is cleared.

5.3 In the event of an infringement which is sufficiently serious, an initial investigation will be conducted, which must include an opportunity for the customer to make representations. The Director of Digital Information, or other designated member of staff is empowered to restore privileges, or to withdraw them, or to impose new conditions of use more restrictive than the regulations. \*The period of withdrawal for University members will not exceed four weeks unless formal disciplinary procedures are commenced but new conditions of use could be imposed until the end of an academic session. Furthermore, the Director of Digital Information may report a student to the dean of their school and a member of staff may be reported to their line manager via Human Resources.

5.4 In the event of an infringement by a student which is sufficiently serious, formal University Student Disciplinary Procedures will be invoked as detailed in the relevant handbook.

5.5 In the event of an infringement by a member of the University staff which is sufficiently serious, formal University Staff Disciplinary Procedures will be invoked as detailed in the relevant handbook.

5.6 If a formal warning is the result, any further infringement may lead to escalation of the disciplinary procedures.

5.7 In the event of an infringement by a member of the general public or an affiliate, a report will be made to the Director of Digital Information and may be referred to the Vice-Chancellor.

5.8 Criminal acts may be reported to the police.

<b>POLICY SIGN-OFF AND OWNERSHIP DETAILS</b>	
<b>Document name:</b>	Regulations governing the use of the University Library and Archives Services
<b>Version Number:</b>	2.1
<b>Equality Impact Assessment:</b>	April 2022
<b>Approved by:</b>	University Teaching and Learning Committee
<b>Effective from:</b>	May 2024
<b>Date for Review:</b>	May 2025
<b>Author:</b>	Head of Customer Services
<b>Owner (if different from above):</b>	Director of Digital Information
<b>Document Location:</b>	<a href="https://www.hud.ac.uk/media/policydocuments/Library-Regulations.pdf">https://www.hud.ac.uk/media/policydocuments/Library-Regulations.pdf</a>
<b>Compliance Checks:</b>	Breaches of the Regulations handled under the respective student or staff University disciplinary processes.
<b>Related Policies/Procedures:</b>	Library Collection Management and development Policy Library Reading Lists Policy Archive Collections Management Policy

<b>REVISION HISTORY</b>			
<b>Version</b>	<b>Date</b>	<b>Revision description/Summary of changes</b>	<b>Author</b>
V1.0	April 2017	First draft using Policy Framework. Incorporating minor drafting updates.	Head of Customer Services
V1.1	April 2018	Annual revision, incorporating minor drafting updates only.	Head of Customer Services
V1.2	April 2019	Removal of redundant or out of date sections (e.g. relating to ARO), filming or photography in the Library, unaccompanied children, explicit inclusion of 'Archives' within these regulations.	Head of Customer Services
V1.3	May 2020	Annual revision, incorporating minor drafting updates only.	Head of Customer Services
V1.4	April 2021	Annual revision, incorporating minor drafting updates only.	Head of Customer Services
V2.0	March 2022	Annual revision, incorporating minor drafting updates, and unauthorised display of non-library promotional materials	Head of Customer Services
V2.1	May 2023	Annual revision, incorporating minor drafting updates only.	Head of Customer Services

V2.2	May 2024	Annual revision, incorporating minor drafting updates. Also, inclusion of limitations relating to the use of networked IT facilities (1.5), and possible suspension of Library access for non-payment of charges (3.8)	Head of Customer Services
------	----------	--	---------------------------