

6.1 LIBRARY REGULATIONS

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Section		Library
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Date of Approval of Current Version		January 2017
Post/Section with Responsibility for Implementation and Monitoring		Head of the Department
Approved by		Learning, Teaching and Blended Learning Committee
Policy Review	Latest Review By	Head of Library Services
	Latest Review Date	December 2016
	Review Outcome	Policy heading changed from Library Borrowing Policy to Library Regulations. The revised document also replaces policy 6.3 Library Resources Utilisation Policy and 6.3.1 Guidelines on Reproduction of Printed Materials
	Next Review Date	December 2019
Cross Reference/Related Documents:		1.0 Policies and Procedures Manual 5.0 Student Handbook 5.6 Student Disciplinary Policy 6.1.1 Guidelines on Document Request Service 9.1 Copyright and Intellectual Property Policy 9.2 Use and Reproduction of Copyright Material Policy

1.0 MISSION

The mission of the University Library is to deliver information in the form, at the place, and at the time of most benefit to the user, within the resources of the University. The University Library exists to serve the teaching and research needs of the University in information provision, and strives to offer the highest quality of service to all students and staff. In addition to traditional library services, this involves providing users with access to information in a variety of electronic formats.

2.0 RATIONALE

These regulations shall apply to all students, faculty and staff, unless specific provision to the contrary is included or indicated. The regulations are supplemented by related Library policies and procedures.

3.0 RESPONSIBILITIES

- 3.1 The Head of the Department is empowered to enforce all regulations as stated in this document.
- 3.2 Matters related to the Library Policies and Procedures are the jurisdiction of the Learning, Teaching and Blended Learning Committee.
- 3.3 The Head of the Department receives feedback on the Library services and refers this to the Learning, Teaching, and Blended Learning Committee with analysis and recommendations.

4.0 ACCESS AND MEMBERSHIP

- 4.1 Registered users are the University staff and students who are automatically added in the Library database. A Library username and password will be provided once the registration is completed.
- 4.2 Registered students are issued their University ID card which also acts as the Library Card. This must be presented when borrowing library materials.
- 4.3 University cards are non-transferable. It is the reader's responsibility to ensure that the correct contact details are notified to the Student Administration.
- 4.4 External users are the Alumni, Adjunct staff and Research Affiliates, which shall be endorsed by the University staff and must complete the visitor's registration form in order to make use of the Library facilities on-campus. Students from other University are prohibited.
- 4.5 The Library will be open at such times as may be determined by the Head of Department and agreed by the University Executive. A statement of the hours during which the University Library is open will be displayed outside the Library and on the Library website.
- 4.6 Electronic resources may be accessed by registered users on and off campus through the Library website using their University login details. Specific databases may require a special username and password.
- 4.7 The Library account is accessible online using a specific Library username and password. This will allow the user to renew, reserve, recall library items.

5.0 GENERAL

- 5.1 Library staff communicates with users using the University email account where appropriate, and by announcements posted on the Library website, notice board and Blackboard. The University expects all users to check their University email on a regular basis.
- 5.2 Filming, photography, survey and other materials and events are permitted, but intent to do so must be notified in advance to the Head of Department.

6.0 CONDUCT AND BEHAVIOUR

- 6.1 Noise must be kept to a minimum out of respect for all users. Group discussions should take place outside the Library.
- 6.2 Smoking, including electronic cigarettes is not allowed in the Library.
- 6.3 The consumption of food and drink is not allowed in the Library to avoid any spoilage on the materials, carpets and walls.
- 6.4 The use of mobile phones is not permitted in the Library to avoid disturbance to other users. Phones must be switched off, made mute or used outside the Library.
- 6.5 Personal belongings should not be left unattended or left with Library staff. Library staff will not be liable for any losses. Unattended items may be removed by the Head of Department and deposited with 'lost and found'.
- 6.6 Misuse of Library facilities and inconsideration to staff or Library users is not tolerated. The marking, defacing or damaging of Library materials will be regarded as a serious offence. Offenders may be subject to action under 5.6 Student Disciplinary Policy.
- 6.7 The Library staff reserves the right to inspect bags when the security alarm sounds.

7.0 USE OF LIBRARY FACILITIES

- 7.1 Reading carrels and computer workstations are available unless being used by a user. There is no reservation service.
- 7.2 Study rooms may be reserved up to 3 days in advance. Online reservation is available through the Library website.
- 7.3 Users must use their University login details to access computer workstations and printing/scanning facilities.
- 7.4 Users must leave library premises immediately in emergencies and are required to vacate the Library at designated closing times.
- 7.5 All registered users of the Library are offered an induction to the Library resources and services available and electronically on the website.
- 7.6 Use of laptops and headphones are permitted in the library, provided they are not a disturbance to other users.

8.0 USE OF LIBRARY COLLECTIONS

Borrowing

- 8.1 No book or other materials shall be taken out of the Library until the item is properly checked out on the Library system.
- 8.2 Borrowers are responsible for all items issued to their Library account. Any damage found on or before borrowing should be reported immediately to the Library staff. This responsibility ends when the item is returned.
- 8.3 All borrowed items must be returned or renewed online no later than the due date to avoid fines. Borrowers are notified through a system-generated email to their University email account. It is the responsibility of the borrower to renew their items on loan when they receive such notices.
- 8.4 Items on loan can be renewed online unless no other borrower has submitted a request. Users must return the item(s) on the expiry of their borrowing limit. Failure to renew or return items will result in the user's Library account being blocked. Users should then report immediately to the Library staff by email, chat, phone or personal visit to the Library.
- 8.4 No library materials may be borrowed on behalf of another user without a written request by the user in whose name the item is to be borrowed.
- 8.5 Materials confined as reference or core texts are not to be released from the Library except under permission of the Head of Department.
- 8.6 Students must return all materials and pay outstanding fines and charges before their account is cleared. Failure to do so will result in non-issue of degree certificates or other benefits due.

Recall/ On hold

- 8.7 Borrowers are responsible for accepting recall requests. If a library item is on loan to another borrower, another user may place a recall on it. The borrower will be notified by email and must return the item by the new due date.
- 8.8 Books on shelves may be reserved online. Reserved items will be held for a limited period only.

Fines and charges

- 8.9 Borrowers who do not return or renew an item on loan on or by the due date will be fined until the item is returned or renewed. A record of the item(s) on which fines are due is available from the Library and in the user's online Library account.
- 8.10 Fines are expected to be paid within a reasonable time period. Failure to pay the fines may result in suspension of borrowing facilities by the Head of Department.
- 8.11 Any lost or damaged books will be the responsibility of the user and incur a processing fee including replacement of the item.

- 8.12 Appeals on Library fines may be made by email to the Library Desk. Fines may be reduced on the discretion of the Head of Department.

Document requests

- 8.13 Monographs and other learning resources not available in the Library may be requested online. Ref: 6.1.1 Guidelines on Document Request Service

Reproduction and Copyright

- 8.14 All registered users of electronic resources must abide by the terms of the appropriate licenses.
- 8.15 The University Library abides by national and international copyright laws in force. Members of the university copying and scanning Library books under the terms of any licensing scheme are personally responsible for ensuring strict adherence. Ref: 9.2 Use and Reproduction of Copyright Material Policy