Section 12

REGULATIONS GOVERNING THE USE OF THE UNIVERSITY LIBRARY SERVICES

Introduction

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

1. ACCESS AND MEMBERSHIP

1.1 Access to all library and information services is dependent on compliance with the regulations.

1.2 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 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 Libraries and Learning Resource Centres for reference purposes, but may not use databases supplied under licence for educational purposes or borrow books, except as permitted under the Public Membership scheme.

1.5 Anyone may use the University Archives for reference purposes according to the regulations for using archives published on the Heritage Quay website.

2. OPENING HOURS

2.1 Hours of opening and closing are posted at the entrance to the Libraries and Learning Resource Centres; they are also published on the Computing and Library Services website and in a printed leaflet.

2.2 The University Archives are housed within Heritage Quay. Opening hours for the exhibition spaces and for the search room are published on the Heritage Quay website.

3. ARRANGEMENTS FOR BORROWING

3.1 Staff and student members must obtain a University Campus card, which they must carry at all times, and which must be presented in order to gain admission to the Library and Computing Centre. The card must be shown to Computing and Library Services staff if requested. University Campus cards are not transferable and the cardholder is responsible for all items borrowed against the card.
3.2 Student members of the University of Huddersfield should notify Computing and Library Services and the Admissions and Records team of any change of name and/or address.

3.3 Applications for membership from people who are neither staff nor students of the University of Huddersfield must complete a registration form in order to obtain a library card. Such members should notify Computing and Library Services of any change of name and/or address.

3.4 Lost or stolen cards should be reported to Computing and Library Services immediately to prevent fraudulent use. Student members of the University of Huddersfield will be provided with a replacement Campus card by the Admissions and Records team upon payment of £10.00; Staff members will be provided with a replacement card by Computing and Library Services. Other members will be provided with a replacement library card by Computing and Library Services upon payment of £10.00.

3.5 The borrowing entitlement varies according to student, postgraduate, research or staff status. The entitlement will be publicised on the Computing and Library Services web site and through other means as appropriate.

The borrowing entitlement of Affiliate members, i.e. members who are not students or staff of the University of Huddersfield, varies. New members will be informed of their entitlement upon registration.

3.6 Items may be renewed for a further period if not required by another reader.

3.7 Student members are required to return all items on loan to them before the end of their course.

3.8 Journals and reference materials may not be borrowed.

3.9 A senior member of Computing and Library Services staff may permit items not otherwise for loan to be borrowed.

3.10 Fines will be charged for late return of all items in accordance with the advertised scale of charges. If despite written requests for its return, an item remains outstanding, the member concerned will, additionally, be required to pay the cost of replacement.

3.11 A member shall pay the replacement cost of any item borrowed against his/her card which is lost, stolen (or otherwise irrecoverable) or is damaged.

3.12 Items not accessible from the Library’s own resources may be requested via the Inter-Library Loan service. Handling charges are made for this service and members will also be required to observe the terms and conditions relating to Inter-Library Loans which are outlined in a separate leaflet.

4. CONDUCT, SECURITY AND SAFETY

4.1 Users must act with courtesy and consideration for other users and for Computing
and Library Services staff at all times. Computing and Library Services has a policy of Zero Tolerance towards aggressive or anti-social behaviour

4.2 Users must comply with the requirements of the designated areas including Heritage Quay for silent study and quiet group study.

4.3 All mobile phones must either be switched off or switched to “silent” mode. Conversations on mobile phones may only be held in designated areas; text messaging is permitted throughout the Libraries and Learning Resource Centres.

4.4 The use of personal stereos or similar devices is permissible providing they do not disturb others.

4.5 Smoking is strictly prohibited. The consumption of food and hot drinks is permitted only in the Cyber-café; bottled water may be consumed throughout the Libraries and Learning Resource Centres.

4.6 No book or other item of University property shall be removed from Computing and Library Services without the knowledge and consent of staff designated by the Director of Computing and Library Services. Such 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.

4.7 No book or other item of University property shall be damaged in any way. Users will be required to pay for damage to University property.

4.8 Users must not prejudice the University’s legal obligations, particularly with regard to Copyright (e.g. photocopying), Data Protection (e.g. access to and use of information held in computer storage) and off-air recordings (all off-air broadcasts are to be used for educational purposes only). Users must comply with the directions of staff in these matters and seek their advice when in doubt.

4.9 Members must not divulge any Usernames or Passwords that are assigned to enable access to University computing systems and electronic resources.

4.10 In accordance with the University’s safety policy, all users must co-operate by taking proper care of the health and safety of themselves and others. Occupants must follow any directions of staff in the event of an evacuation or other emergency. Any accident or hazardous situation should be immediately reported to a member of staff.

4.11 Equipment such as laptop computers may be brought into the Libraries and Learning Resource Centres. Users must ensure the laptops are in good working condition, and do not pose any health and safety hazards e.g. through trailing cables. Computing and Library Services staff have the authority to ask users to remove any equipment which may cause a hazard to other users, or which may interfere with the University mains supply or networks.
5. **INFRINGEMENT OF REGULATIONS**

5.1 In the event of any infringement of these regulations the Director of Computing and Library Services, 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
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 user to make representations. The Director of Computing and Library Services, 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 will not exceed two 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 Computing and Library Services 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 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 Computing and Library Services and may be referred to the Vice-Chancellor.

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

5.8 Criminal acts may be reported to the police via the Pro Vice-Chancellor (Teaching and Learning).