

REGULATIONS GOVERNING THE USE OF THE UNIVERSITY LIBRARY SERVICES

Purpose and Context

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.

Scope

These regulations apply to anyone using the University library services.

Introduction

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 Library 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 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 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 used in order to gain admission to the Library. 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 office of any change of name and/or address.
- 3.3 Applications for membership from people who are neither staff, students nor affiliates of the University of Huddersfield must complete a registration form in order to obtain access. Such members must 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. Library members will be provided with a replacement upon payment of the appropriate fee.

- 3.5 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.

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 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 must 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. Members will 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 abide by all University policies and 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 produce their Campus ID Card when requested to do so by a member of Library staff.
- 4.3 Users must comply with the requirements of the designated areas including Heritage Quay for silent study and quiet group study.
- 4.4 The reservation of computer workstations or study spaces is not permitted except in accordance with any authorised booking system that may be in operation.
- 4.5 All mobile phones must either be switched off or switched to "silent" mode. Conversations on mobile phones may only be held in designated areas. Music played via headphones must not disturb other Library users.
- 4.6 Smoking, including the use of vapour cigarettes, electronic cigarettes and similar devices, is strictly prohibited. Food may only be consumed in designated areas. 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.
- 4.7 Personal possessions that are left unattended in the Library for longer than permitted will be removed.
- 4.8 No book or other item of University property may 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.

- 4.9 No book or other item of University property may be damaged in any way. Users will be required to pay for damage to University property.
- 4.10 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.
- 4.11 Members must not divulge any usernames or passwords that are assigned to enable access to University computing systems and electronic resources.
- 4.12 In accordance with the University's Health and Safety Policy, all users must co-operate by taking proper care of the health and safety of themselves and others. Occupants must evacuate the Library when the alarm sounds or as directed by staff. Any accident or hazardous situation must be immediately reported to a member of staff.
- 4.13 Personal digital devices such as laptops and tablets may be brought into the Library. Users 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 users to remove any equipment which may cause a hazard to other users, or which may interfere with the University electricity supply or computer 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; this would be undertaken via the Vice-Chancellor's Office.

POLICY SIGN-OFF AND OWNERSHIP DETAILS	
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REVISION HISTORY			
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