

Regulation I - Library

(Version effective from 27 November 2002)

1. ADMISSION

a. The following persons are allowed to use the Library:

- i. Members of the University as defined in Section II of the Statutes.
- ii. All other members of administrative, research, technical and clerical staff of the University.
- iii. Members of the academic and administrative staff of Loughborough College, the Royal National Institute for the Blind Vocational College and any affiliated Colleges or Institutions.
- iv. Other persons showing particular need and who can produce a satisfactory recommendation may apply directly to the Librarian for permission to use the Library, for which a fee may be charged at a level approved by the Information Services Committee.

b. All persons admitted to the use of the Library are required to sign an undertaking to abide by the Regulations of the Library.

2. CONDUCT

a. Good order and quiet shall be maintained in all public reading areas.

b. Smoking is prohibited in all parts of the Library open to readers.

c. The marking and defacing of any publication is strictly forbidden. Refreshment, ink bottles and any other materials which may accidentally damage Library property must not be brought into the public areas of the Library.

d. Animals other than guide dogs may not be brought into the Library.

e. All readers leaving the Library in the possession of books and papers must show them to a member of the library staff on demand.

3. BORROWING (GENERAL)

a. Borrowing is limited to persons defined in 1 (a) (ii) and 1 (a) (iii) above, academic staff and all registered students of the University. Those admitted under 1 (a) (iv) will normally be required to pay a subscription for loan facilities, at a level approved by the Information Services Committee.

b. All books and pamphlets may be borrowed with the exception of works of reference, items of special value and material in great demand placed temporarily on reference or short term loan.

c. Single issues of periodicals less than 2 years old and all parts of volumes of abstracting periodicals are not available for loan as indicated in 4 below.

d. No Library material may be taken from the Library unless the loan has been recorded at the Issue Desk. The borrower shall be responsible for loans until the record has been cancelled. Loaned items may not be transferred from one borrower to another but must be returned to the Library and formally re-issued.

e. A borrower is held personally responsible for the safe custody of any material on loan to him/her. He/she shall be required to pay the cost of replacement of any item which is lost whilst on loan to him/her and shall be liable to pay such compensation as may be fixed by the Librarian for any damage or defacement sustained by an item while on loan to him/her.

f. Loans of any Library material to other libraries may be allowed at the discretion of the Librarian.

g. Library material borrowed from other libraries is subject to the conditions imposed by the lending library.

h. The Librarian is empowered to decline to issue any particular item or items or to restrict their circulation.

i. Access to Higher Degree Theses of this University may be limited by the terms of a moratorium, requiring prior permission for consultation to be obtained. All persons consulting theses, whether under moratorium conditions or not, will be required to sign a user's declaration on the form inside the front cover.

4. PERIOD OF LOAN

a. Members of the University staff, members of the academic and administrative staff of Loughborough College, the Royal National Institute for the Blind Vocational College and any affiliated Colleges or Institutions and postgraduate research students of the University may borrow items, as indicated in section 3 above. All items must be returned by one of three dates a year according to parameters agreed by the Information Services Committee from time to time.

b. Undergraduate and postgraduate course students of the University may borrow items for a period of up to four weeks. Students with disabilities and additional needs may borrow items for a longer period at the discretion of the University Librarian. All items must be returned one week before the start of each vacation.

c. Other borrowers may borrow items, as indicated in section 3 above, for a period of four weeks after which the renewal will only be allowed with special permission of the Librarian.

d. With the exception of items indicated in section 3(c) above, periodicals may be borrowed by members of the academic staff, other staff on analogous grades and postgraduate research students for a period of 48 hours.

e. Undergraduate students may borrow material for the vacation during the week preceding each vacation. This material must be returned by the first Friday of the week following the vacation.

f. Any item may be recalled from any borrower after a period of one week if it is required by another reader.

5. NUMBER OF VOLUMES

a. Borrowers as defined in 4(a) above may borrow up to twenty-five items at any one time.

b. Undergraduate students of the University may borrow up to ten items at any one time.

c. Postgraduate course students of the University may borrow up to fifteen items at any one time.

d. Other borrowers are allowed up to four items at any one time

e. Items in excess of these numbers may be borrowed only in special circumstances and by permission of the Librarian.

6. DISCIPLINE AND PENALTIES

All Library Users

a. Penalties according to a scale approved by the Information Services Committee and published in the Library will apply on failure to return books and other material as required. These will be calculated as hours when the Library is open.

Students

b. Discipline of students in the Library or in relation to the proper use of Library materials is otherwise governed by Ordinance XVII Conduct and Discipline of Students.

c. The Librarian (or his/her nominee) may take action against students for breach of Library Regulations in accordance with Ordinance XVII including the levying of fines or, in exceptional circumstances, temporary suspension from the Library pending disciplinary action under Ordinance XVII.

d. Staff and Other Library Users shall be subject to the same penalties as students for Minor Offences in breach of Library Regulations and the procedure shall be the same as that set out in Ordinance XVII. Appeals shall be considered by the Chair of the Student Disciplinary Appeals Committee as set out in paragraph 2(iv) of Ordinance XVII.

e. Staff charged with Major Offences in breach of Library Regulations shall be subject to disciplinary action under the relevant Conditions of Service.

f. Other Library Users charged with Major Offences in breach of Library Regulations may be suspended permanently from the Library by the Registrar on the recommendation of the Librarian. The Registrar may also require such users to make good the cost of damage to the property.

7. SERVICE OF NOTICES

Any notice will be sent to the last known address registered by the University. Failure to receive such notice will not invalidate any subsequent proceedings.

8. COPYRIGHT

Most library material is protected by the Copyright Designs and Patents Act 1988 which restricts the volume of copying allowed. The University subscribes to a number of copyright licences which allow certain additional copying. Library users are required to adhere to the copyright guidance issued by the University's Copyright Officer and available on the Copyright Matters web pages; to guidance displayed adjacent to the photocopiers in the Library; and to guidance displayed on certain categories of library material.

(remade November 2002)