

# **EDINBURGH NAPIER UNIVERSITY**

## **THE UNIVERSITY'S ACADEMIC REGULATIONS: 2010 -11**

### **THE LIBRARY REGULATIONS**

#### **Introduction**

These regulations aim to provide maximum benefit to those who use the University Library's services. Use of some of the Library's services are now regulated by C&IT Services Regulations and therefore the Library Regulations should be read in the context of these and the University Regulations. These Regulations apply to all users of the Library, irrespective of where that use takes place.

#### **Admission and registration**

1. All staff and matriculated students of the University are entitled to use the Library. Students should confirm their registration details the first time they visit the Library to use the services. Staff must come into one of our Libraries to register and at that time show their staff ID card. If they are visiting or on temporary contracts they may require a letter of introduction from their Head of School. Students registering for the Distance Learning Service must submit a Library Distance Learning registration form. Termination of course of study or employment contract will automatically terminate Library membership.
2. Membership will be extended to members of organisations with which the University has agreed arrangements. All users must register with the Library and show some form of organisational identification at the time of registration. Members who are neither staff nor students of the University will be issued with a borrower's card. This card must be shown to any member of University staff including Library or Security staff on request.
3. Members of the public may visit the University's Libraries in Edinburgh for reference purposes and on arrival should introduce themselves to Library staff. On showing proof of identify and payment of the appropriate fee borrowing rights may be established.
4. The Library staff will ensure that all Library services are fair and take account of the individual needs of users of the Library services.
5. Levels of service, and the availability of services, may vary depending upon the type of membership.
6. The act of confirming registration details constitutes an undertaking to observe the University's Regulations and those which relate specifically to the Library and C&IT Services as existing, and any amendments, which may from time to time be approved by the Academic Board.

7. Students must inform Student Affairs immediately of changes to contact information including postal/email addresses and telephone numbers. All other members must inform Library staff immediately of such changes. The Library takes no responsibility for mis/undelivered correspondence.
8. The member named on the card is responsible for all items borrowed on it and is liable for the cost of replacement of items borrowed in the event of loss or damage. Cards are not transferable and members should not use their card to borrow items for colleagues.
9. Passwords, usernames, and PIN numbers which are issued to allow access to electronic information sources, are for personal use only and must not be disclosed to others.
10. All persons who are registered with the Library do so on the express understanding that they grant to the Director of the Library the right to store information relevant to their membership of the Library in an electronic or printed format. In collecting such information the Library will comply with the terms and conditions of the Data Protection Act.

### **Behaviour in the Libraries**

1. The Libraries are places of study and members' behaviour should reflect this and respect the needs of others. The Libraries are generally zoned into Quiet or Silent areas and clearly signed as such.
  - a) Quiet areas = Minimal, work-related conversation is permitted.
  - b) Silent areas = No noise is permitted
  - c) It may not be possible to create separate zones in some smaller libraries.
2. The Library acknowledges that some members need access to mobile phones while studying but we require members to be sensitive to the needs of others. Therefore within designated Quiet areas, members should:
  - a) Use silent text messages where possible
  - b) Avoid the use of ringing and key tones
  - c) Keep all speech and telephone sound to a minimum
  - d) The use of mobile phones in Silent areas is NOT permitted
3. The volume of headphones, used with PCs, VCRs, personal stereos or other audio equipment should be set at a low enough level so as not to disturb other users.
  - a) The use of such equipment in Silent areas is NOT permitted.
4. Approved laptops may be used in the libraries. Wireless network access for laptops is available in designated areas.
  - a) Laptops must NOT be plugged into network points.

5. Personal equipment which supports members' study but which requires to be connected to the mains electrical supply may be subject to University testing.
6. Eating and drinking (other than bottled water) are not permitted in the Library. Sticky, messy desks & keyboards are not pleasant for other library members and are unhygienic
7. No animals other than guide dogs are allowed in the Libraries.
8. Personal possessions must not be left unattended in the Library. The University does not accept responsibility for loss or damage to members' property.
9. Class visits to the Library should be arranged in conjunction with the relevant Information Services Advisor.
10. Filming, photography or similar activities within the Library require the prior permission of the Director of the Library or his representative.
11. Children (under the age of 14) must be accompanied by an adult who ensures that the children's behaviour complies with the Library's regulations. Children will not normally be allowed to use any equipment within the Library.
12. Members who are judged by Library staff to be creating any disturbance or to be behaving in an offensive manner will be required to modify their behaviour or to leave the Library.
13. Members who are referred by Library staff to other Libraries are expected to adhere to the regulations and conditions of use of that Library. Failure to do so could affect the use and access to Edinburgh Napier University Libraries.

### **Using Library services**

1. Members must observe appropriate copyright legislation and regulations in respect of all materials, whether print, audio-visual or electronic. Further guidance is available from Library web pages.
2. Use of computer-based services provided by the Library is subject to the University's Regulations for the use of the University's computing facilities.
3. Software and electronic data are licensed for educational use only and must not be used for commercial purposes under any circumstances, including some student placement activities. Some license conditions may restrict access to software and electronic resources for certain categories of member.

4. Access to some Library services is governed by regulations which limit use to Edinburgh Napier University staff and students, and on termination of membership of the University, individuals must discontinue their use of these services.
5. Wilful misuse of any equipment including self-issue and return machines, PCs, printers, photocopiers may result in membership of the Library being terminated.

### **Borrowing materials from the Library**

1. All materials borrowed must be recorded either by a member of staff or through a self-issue machine.
2. All materials being returned must be discharged either by a member of staff or through a self-return machine. Materials left in out-of-hours returns boxes will be returned by a member of Library staff as soon as the Library re-opens.
3. The number of items which a member may have on loan at any one time will vary depending on the type of membership and will be determined by the Director of the Library. Details are available through the Library webpages.
4. The length of loan period will be determined by the Director of the Library. The loan period may vary in response to demand.
5. Not all loan categories will be available to all categories of membership.
6. Materials on loan may be renewed for further loan periods provided another member does not require them.
7. If another member requires an item, it may be recalled from the original borrower, even within its legitimate loan period.
8. Members are asked to respect the needs of fellow members and return material as soon as possible and in any event within the stated loan period.
9. Reservations may be made by placing a request via the catalogue. The member will be notified when the item is ready for collection. While making every effort to fill requests, the Library cannot guarantee this service. Requests may not be available to all categories of member.
10. Members who use the Distance Learning Service will be responsible for the payment of postage in respect of the return of borrowed items to the Library.
11. Any member unable to return material on time must contact the Library immediately so that appropriate arrangements can be made.

12. Fines, at the published rates, will be charged for the late return of borrowed materials. Fines will be incurred from the first day after the expiry of the loan period and on everyday or part day that the Libraries are open.
13. Members who dispute a fine or charge may submit a Fines Appeals Form. This form will be considered by the Director of the Library or his representative and a final decision made.
14. In the event of members failing to return overdue materials, an invoicing procedure will be invoked. In this circumstance the Library will deem the item to be lost and will invoice the member for the replacement cost of the item, any accrued fines associated with the item and any other administrative charges. The invoice will be payable immediately, unless the item is returned.
15. If an invoice is paid and the item concerned is later returned within one calendar year, the Director of the Library will consider refunding all or part of the payment that may have been made.
16. Members are responsible for all Library stock or equipment in their care and will normally be required to pay for any damage to, or loss of, any such materials or part thereof.
17. Irrespective of the provisions of any other regulations, the Director of the Library may request that all Library materials are returned to the Library for inspection each academic year.
18. Irrespective of the provisions of any other regulations, all Library materials must be returned to the Library immediately on termination of membership.
19. Materials borrowed from other libraries are a privilege and the regulations and requirements of the lending institution must be observed. Library regulations relate to all materials borrowed from Edinburgh Napier University Libraries irrespective of whether or not they are normally part of our stock.

### **Breach of Regulations**

1. Edinburgh Napier University's codes of practice for student and staff discipline require all members of the University to abide by these regulations. Breach of the regulations therefore constitutes an offence under these codes and shall be dealt with according to their provisions. Procedures for dealing with breaches of regulations are published in the University's codes.

2. A breach of regulations occurs when a member wilfully or persistently ignores the normal arrangements for using or returning Library materials, or the requests of Library staff concerning behaviour in the Library.
3. Behaviour, which is deemed by a member of Library staff to be unsociable, offensive or intimidating either to the member of staff or to other users of the Libraries, will be considered to be a breach of regulations.
4. Serious offences will be pursued immediately under the University's codes of discipline, and will result in suspension from Library facilities pending enquiry. These include: wilful destruction; unrecorded borrowing; theft, or concealment of material or equipment; wilful destruction or amendment of software, data or computing systems; wilfully accessing offensive or illegal materials.
5. External members who breach the regulations will have their membership terminated and will forfeit fees paid to the University. Re-admission to membership will be at the discretion of the Director of the Library.

#### **General**

1. Any complaints or suggestions for improvements to the service must be addressed to Head of Customer Services, Craiglockhart Library.