Policy Coversheet

Name of Policy:	**Library Regulations**
Purpose of Policy:	**To outline membership, access to and the borrowing rights of individuals relating to the University's Library Services**
Intended audience(s):	**All students registered on University of Staffordshire awards and staff**
Approval for this policy given by:	**Academic Board**
Last Review Date:	**14/03/2025**
Review Due Date: **(3 years from last review)**	**14/03/2028**
Individual responsible for review:	**Head of Library and Skills**
Authorising department:	**Student Life**

University of Staffordshire

Library Regulations

1. Membership

a. Membership of the Library shall be granted to all current staff and students of the University of Staffordshire who complete the necessary University registration documents as prescribed by the Head of Library. Staff will have automatic registration. Student membership shall be valid for the duration of their enrolment at the University. Staff membership shall be valid as long as the member of staff remains on the establishment of University of Staffordshire. For other categories of membership see our types of membership information webpage.

b. It shall be a condition of membership that all members sign an undertaking to abide by these regulations.

c. Registered members shall be issued with a University student card or Library membership card or staff card which they must produce when required to do so by any member of the Library/security staff. Failure to produce a current University student, staff or Library membership card may result in exclusion from the Library. Such cards are not transferable.

d. Cards shall be issued free but there will be a replacement charge for cards lost or wilfully damaged. **Replacement charges will be displayed on our web pages.**

e. Lost cards must be reported to Solve or a member of the library team as soon as possible. Cardholders will be held responsible for the consequences of any misuse of their card prior to notification of loss.

f. At the discretion of the Head of Library or his/her nominee, members who fail to return items when requested or to pay the recall charge or cost of replacing the item, may have their membership temporarily withdrawn.

2. Access

a. The Library environment is designed for learning and study. Certain areas will be designated for group work, quiet or silent study. In all areas library users are expected to respect the study, learning and working environment of others and to respect members of staff. Any inappropriate behaviour or disrespect for others will lead to library users being asked to leave the Library and will be reported to the Head of Library or his/her nominee.

   Priority at all PCs is for the use of educational research and study, users accessing for other purposes may be required to vacate PCs to allow for those using them for study.

   There is priority at some PCs with height adjustable desks for disabled users. These are identified by notices on the front of the equipment. The use of mains electricity is allowed but Library equipment must be unplugged and wires should not trail and cause a trip hazard. Items plugged into a socket are done so at the owner's risk and should comply with the relevant safety requirements detailed in the University Portable Electrical Appliance policy.

   Bags, electronic equipment and personal property should not be left unattended. For security reasons items may be removed. The library has no responsibility in the case of theft or damage of personal property.

b. Smoking or electronic cigarettes are not permitted in Library buildings. Cold food and hot and cold drinks are permitted; however, hot food is not allowed in any of the libraries

c. Books and other materials available for loan or consultation within the Library must be treated with care at all times. Payment may be required for any item which is damaged.

d. Books and other materials may be borrowed in accordance with section 3 of these regulations.

e. The Head of Library or his/her nominee shall have the right to suspend a library member for any infringement of library regulations or university policies. Any member who is suspended shall immediately withdraw from the area of the Library.
   I. In cases of suspension, appropriate University disciplinary procedures may be invoked.

II. In the case of members of the public, the Head of Library or his/her nominee may at his/her discretion withdraw membership or access rights entirely, or impose such suspension as he/she thinks fit.

f. Anyone wishing to access the library spaces for the purposes of filming must obtain prior written permission from the Head of Library.

3. Borrowing of Items

a. With the exception of reference resources, items may be borrowed for varying lengths of time in accordance with the conditions displayed on the library borrowing webpage.

b. The number of items in the open collections which may be borrowed at any one time is restricted in accordance with information published on the library webpage.

c. Subject to their not being requested by any other member or there being no fines outstanding, items will be automatically renewed. A limit will be imposed upon the number of unseen renewals.

d. Requested items not returned by the due date shall incur fines in accordance with the rates approved from time to time by the Academic Board. These rates shall be displayed on the library borrowing web page.

e. Items shall remain the responsibility of the borrower until they are returned to the library. Borrowers should retain their receipt when items are returned via the self-service machines situated in all Libraries.

f. A charge shall be made to cover the cost of replacing any items which are lost or not returned within 35 days of the due date. The fines on these items will be levied even though items may subsequently be returned.

g. At the discretion of the Head of Library or his/her nominee, members who fail to return items when requested or to pay the recall charge or cost of replacing the item, may have their membership temporarily withdrawn.

Equality issues have been taken into account during the development of this policy and all protected characteristics have been considered as part of the Equality Analysis undertaken.