

LIBRARY POLICY

Implementation

1. All regulations, penalties and sanctions are approved by the Academic Board.
2. The Library Services Librarian or nominated representative are empowered to enforce all regulations listed below.
3. Sanctions and penalties can be applied for breaches of these regulations (see Appendix A below).

Admission to the Library

4. You must have a valid University Identity Card or a University Visitor's Pass to gain admission to the Library.
5. Such identification must be your own, and you must show it in the Library upon demand by Library staff.
6. Current members of the university community (including contractors) and alumni are entitled to borrow, other visitors may use the library for reference and study only.

Use of the Library

7. Respect quiet areas and do not disturb other Library users.
8. Mobile devices
 - a. Calls can only be taken or made outside quiet study areas.
 - b. Mobile equipment must be in silent mode in quiet study areas.
9. Audio and Video Playback
 - a. Headphones must be used when playing audio or video files whether on University or Personal equipment.
10. Food and drink

Allowed only in designated areas:

 - a. cold snacks and sweets
 - b. hot and cold drinks in containers with a lid or cap

Not Allowed:

- a. drinks in open containers
- b. hot food

11. Individual study spaces may not be reserved. Library Staff may remove belongings left unattended for long periods.
12. Library staff have the right to search bags brought into the Library.
13. Any damage to Library property will result in fines and sanctions.

Use of Collections

14. Items must be issued before they are removed from the Library; it is the user's responsibility to ensure items are issued.
15. You may only use your own University ID card to borrow items. Patrons without ID cards may be refused loans unless they can offer alternative means of identification.
16. The Library's portal pages state the number, types of items and loan periods for which items may be borrowed.
17. Items may be recalled from loan. The borrower of such an item must return it within the time specified in the recall notice, even if it has been taken out of the country. The cost of return is the responsibility of the borrower.
18. All items borrowed must be returned to the Library desk or to the designated drop box; you are responsible for the items until they are returned.
19. The Library may at their discretion refuse to issue any item.
20. You will be liable to pay a fine if you return items late. The Library's portal pages state the rates.
21. If you have not responded to reminders for the return of an overdue item (normally two), Library staff will assume that it is lost.
22. If you lose or damage an item you have borrowed, you must pay the full cost of its replacement or repair, including staff costs and any fines incurred until the item is reported lost or damaged. Any mitigating circumstances should be reported to library staff in a timely manner.

23. Failure to settle fines and charges incurred may result in a temporary suspension of your library privileges.
24. You may not remove certain items from the Library, and may only use some in designated areas of the Library.
25. You may only use the Library's printing, photocopying, scanning and computing and other audio-visual facilities subject to the provisions of relevant legislation, including the Copyright, Designs and Patents Act 1988, EC Directives 93/98, 96/9 and 2001/29, 2012/28/EU and the Computer Misuse Act 1990, Richmond University's IT Network Rules and Regulations, and the licence agreements in place for particular materials.
26. The Regulations apply also to items obtained for you from other Libraries.
27. Electronic Resources including e-books and subscription resources are only provided for current members of the University community. Access to these resources after leaving the university is strictly prohibited.

General

28. The Libraries will be open as posted on the library portal. In extreme cases such as severe weather or transport strikes, the Library reserves the right to close at short notice.
29. This set of Library Regulations supersede all earlier sets of Regulations for the use of the University's libraries.
30. An electronic register of everyone admitted to use the Library will be held.
31. All persons using the Library shall be subject to these Regulations, to which users agree:
 - a. students, in signing the University's enrolment form, thereby agree to abide by the Library's Regulations
 - b. on employment as a member of staff at the University
 - c. on registering as a visitor
32. The Regulations will be displayed on the library portal.
33. Items brought into the Library that break regulations will be confiscated and may be disposed of.
34. Unattended items may be removed from the library and may be disposed of.

Please see **Appendix A**

Appendix A

Sanctions and Penalties for Breaches of the Library Regulations

- a. Some or all of your Library privileges, such as borrowing, may be removed, either temporarily or permanently.
- b. You may be excluded from the Library, either temporarily or permanently.
- c. Fines for late returns or replacement of items you borrowed will apply
- d. If the breach of Library Regulations is serious, persistent, or you fail to comply with the terms of a penalty, the following action will be taken:
 - i. Students will be reported to the Vice President (Student Affairs)
 - ii. Staff will be reported to the appropriate Head of School/Department
 - iii. External users will be excluded from the Library and if appropriate, reported to the Director of the institution of which you are a member

Appeals

Students may appeal any sanction or penalty which they feel to be unfair by referring to the University's Academic and Academic Related Complaints Procedure for Matters not Related to Grading as listed on the University Website <http://www.richmond.ac.uk/student-life/student-complaints-and-appeals/>.

University Staff may appeal by referring to the procedures outlined in the Employment Handbook.

VERSION MANAGEMENT

Responsible Department: Library			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001		29 August 2018	28 August 2018
002	Removal of Richmond, updated job titles	August 2022	01 Sept 2022
		Restricted access? <i>Tick as appropriate</i> ☐ Yes ☒ No	