



LIBRARY REGULATIONS

Library Services is committed to ensuring that learning, teaching and research at Canterbury Christ Church University is supported through high quality library facilities, with appropriate resources available to all users, supported by professional staff expertise.

These regulations have been agreed to safeguard the interests of users of the University Library Services and to assist in ensuring the overall quality of the services we provide. The regulations apply to all users of the Library Services, and all members of Library Services staff are empowered to enforce them. The term "Library" refers to any campus library of the University.

1. Membership

1.1 Membership of the Library, including full borrowing rights, is available to all registered students and staff of the University.

1.2 Membership of the Library, including limited borrowing rights, is available to students and staff from other Higher Education institutions within the terms of recognised reciprocal access schemes.

1.3 Membership of the Library may be available to external borrowers on application.

2. Using the Library

2.1 All users must comply with the University health and safety regulations as set out on the [Health and Safety](http://www.canterbury.ac.uk/support/health-safety/index.asp) website: <http://www.canterbury.ac.uk/support/health-safety/index.asp>

2.2 Personal possessions brought into the Library remain the responsibility of the owner.

2.3 No item of library stock, fittings, furniture or equipment may be marked or damaged in any way. University PCs and other equipment should not be unplugged or disconnected from the network. Action will be taken against anyone found damaging or interfering with library property.

3. Borrowing

3.1 Items may be removed from the Library only after the appropriate borrowing procedure has been followed.

3.2 Users must have their SMART card or library card to borrow or renew items.

3.3 Users will be given log in details with which to access their library record via the catalogue. These details should not be disclosed to anyone else.

3.4 Users are responsible for all items on their library record. They will remain responsible until the item is returned and cleared from their library record.

3.5 Users should not allow their cards to be used by anyone else.

3.6 Loss or theft of a card should be reported immediately.

- SMART card losses should be reported to the i-zone.
- Red library card losses should be reported in the Library.

A charge is normally made for the supply of a replacement.

3.7 It is the user's responsibility to ensure all personal data provided to the University is accurate and up-to-date.

3.8 Users must return or renew all items by the due date, otherwise fines will be incurred. Fines are charged at rates displayed on the Library website.

3.9 For users with significantly overdue items, library privileges (borrowing rights and e-Library access) will be suspended seven days after the third and final overdue notice is sent.

3.10 Users are responsible for paying, promptly and in full, all charges incurred. Borrowing rights will be suspended once charges have reached a set level.

3.11 Charges may be incurred through fines, payment for inter library loan supply or payment for lost or damaged books. Please see Library website for current rates.

3.12 All outstanding loans and unpaid charges must be cleared before leaving the University. Failure to do so may delay the receipt of a student's award.

3.13 If necessary, Library staff may recall an item at any time.

3.14 Periodicals and items designated as "reference" may only be borrowed on short loan by academic staff. These items should not be taken out of the Library by anyone else.

3.15 The Library cannot accept responsibility for fines incurred due to a failure to adhere to the regulations.

4. Computing facilities

4.1 All computing facilities provided in the Library are subject to the University regulations and policies governing computing and information services, as set out on the website:

Computing Services Policies and procedures

<http://www.canterbury.ac.uk/support/computing-services/general-information/policies-and-procedures.asp>

4.2 Laptops and other suitable equipment may be used, in accordance with the University computing regulations and policies, referred to in 4.1.

5. e-Library

5.1 e-Library accounts are allocated to current registered staff and students of the University. Account details are for the exclusive use of the individual to whom they are allocated. You must not pass your account details on to anyone else, nor must you log in using someone else's account details.

6. Copyright

6.1 All copying, printing, scanning or CD burning is subject to copyright law.

6.2 Users should familiarise themselves with copyright law as they are personally responsible for compliance. Guidance notices are displayed by the relevant equipment.

7. Conduct

The Library aims to provide learning environments which help users to achieve academic success. Your active cooperation is essential to maintain an environment conducive to study and research.

7.1 Anyone behaving in a manner demonstrating a lack of respect for other users may be asked to leave the Library. Any member of University staff has the right to enforce this.

7.2 Users should respect the rights of other Library users and keep noise to a minimum in all areas. Designated quiet areas are for individual study only.

7.3 Users should respect the fabric of the building and ensure they do not cause any damage to the materials, furniture or facilities.

7.4 Taking photographs and filming (including using mobile phones to do this) is not permitted, except with the written permission of the Head of Library Services.

7.5 Where a user brings a child into the Library, the responsibility for appropriate supervision rests with that adult as set out in the University Under 18s policy: University Solicitor's Office – Policies (section 13) <http://www.canterbury.ac.uk/support/university-solicitor/policies/section13.asp>

8. Sanctions

8.1 Failure to comply with the Library regulations is a serious matter and will be reported to the appropriate authorities. This may result in suspension of library rights.

8.2 The University has agreed disciplinary procedures. The student procedures are available on the Student Support Services website. <http://www.canterbury.ac.uk/support/student-support-services/students/student-procedures.asp>

The staff procedures are available on the Human Resources website at: Human Resources – Policies and Procedures <http://www.canterbury.ac.uk/support/human-resources/policies-procedures-view-by-a-z.asp>

9. Review of regulations

9.1 Library Services reserves the right to review and amend these regulations as required.

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