



Regulations for using the University Library

<https://www.canterbury.ac.uk/library>

A very warm welcome to the Library.

Library and Learning Resources is committed to developing and delivering an outstanding and enriching library experience that empowers all our users to discover, learn, research and disseminate knowledge.

These regulations have been made for the benefit of all library users and to assist in ensuring the overall quality of the services we provide.

Your co-operation in observing them is essential for the common good. Please read these Regulations carefully, as ignorance of them cannot be accepted as an excuse for non-observance.

The Regulations describe what we expect of you in your dealings with the Library. Equally, they show what you may expect from us.

These regulations apply to:

- anyone who uses the University libraries, including students registered at Canterbury Christ Church University, staff employed by Canterbury Christ Church University, other borrowers and visitors
- all of the University's library services, collections, facilities and equipment.

It is your responsibility to familiarise yourself with and to observe the following:

- Regulations for using the University Library
- The Augustine Library Code of Conduct (<https://www.canterbury.ac.uk/library/docs/code-of-conduct.pdf>)
- The Salomons Library Code of Conduct (<https://www.canterbury.ac.uk/library/docs/salomons-code-of-conduct.pdf>)
- Core Regulations for the use of IT (<https://cccu.canterbury.ac.uk/information-technology/docs/policies/core-regulations.pdf>)
- The University Student Code of Conduct (<https://www.canterbury.ac.uk/students/docs/policy-zone/Student-Disciplinary-Procedure-April-2017.pdf>)
- The University HR Staff Code <https://cccu.canterbury.ac.uk/hr-and-od/policies-and-procedures/staff-code.aspx>

1. Definitions

In these regulations, the following definitions apply:

Word/Term	Definition
CCCU	Canterbury Christ Church University.
Library	any campus library of the University.
Students	all students registered at the University for all or part of a course of study leading to a foundation degree, first degree, diploma, university certificate, higher degree, postgraduate diploma or postgraduate university certificate, and postgraduate research students who have completed the period of registration and paid to use the University facilities while writing up their theses.
Staff	means all staff employed by the University, including teaching staff with formal visiting or honorary status.
Other borrowers	users with borrower membership who are not current members of the University.
Visitors	members of the public who use the Library and do not have borrower membership.
Facilities	services, furnishings, equipment and the space available to users.
Items	all physical materials you can borrow or use, including books, journals, DVDs, laptops, headphones, PCs, printers and so on.

2. Membership

- 2.1 Membership of the Library with borrowing rights and access to electronic resources is available to all registered students and staff of the University.
- 2.2 Membership of the Library with borrowing rights may be available to the following individuals upon application:
 - Associates of the University
 - Canterbury Christ Church University Alumni
 - Students and staff from other Higher Education institutions within the terms of recognised reciprocal access schemes
 - Members of the public
 - CCCU staff retired or ex-staff with 20+ years of employment
 - 16 or older in full-time education at school/college in Kent

A membership fee may apply. For further information see <https://www.canterbury.ac.uk/library/information-for/visitors/visitors.aspx>

- 2.3 You may be required to produce your smartcard/library card when entering the library and at the request of Library and Learning Resources staff or Security staff.
- 2.4 You are responsible for your smartcard. If your card is lost or stolen, you should report it immediately. CCCU staff and students should report it to the i-zone; other borrowers should report it to the Library staff. A charge is normally made for the supply of a replacement.
- 2.5 You must not lend or otherwise transfer your smartcard to anyone.
- 2.6 The Library will communicate with you using the method and address specified on your membership application. For CCCU staff and students the Library will use your University email address.
- 2.7 You are responsible for making sure that the Library has your current address and contact details.
- 2.8 The Library may not disclose the information it holds about you except when authorised by yourself, in response to a legal requirement to do so, in circumstances when you might be in breach of these or other University Regulations, or where there are legitimate grounds to do so in relation to your health, safety or security.

3. Borrowing and fines

- 3.1 You need a valid smartcard to borrow materials from the library. The number and type of items that can be borrowed depends on the borrower membership (check the library website for what you can borrow). Only registered CCCU students and staff can borrow 24 hour loan items.
- 3.2 You must not remove any item from the library without following the loan procedure.
- 3.3 Check your email and your library account regularly. You can access your library account via LibrarySearch using your University login and password (for CCCU students and staff) or the PIN you were provided upon membership application. You should not disclose these details to anyone else.
- 3.4 You are responsible for all items borrowed in your name until they have been returned to an appropriate return point in the library.
- 3.5 You must return or renew items by the due date and time. Although we automatically renew items that have not been reserved, it is your responsibility to check that they do not become overdue.
- 3.6 If another library user has reserved an item you have on loan, you must return it by the due date and time.
- 3.7 If items are returned by post, you are responsible for them until they reach the library, so you should use a secure postal method and get proof of posting.

- 3.8 If you do not return a reserved item by the time it is due, you will incur a fine and you will not be able to borrow any new items until you return the reserved item. Your library account will show if items are overdue.
- 3.9 If you have unpaid fines of £10 or more on your library account, you will not be able to borrow new items.
- 3.10 You should pay any library fines as soon as possible. You must pay them before leaving the University or applying to the SCOUNL Access scheme for access to another higher education institution library.
- 3.11 If you believe there are legitimate reasons why you should not have to pay a fine, you have the right to appeal;
<https://www.canterbury.ac.uk/library/contact-us/appeal-against-library-fines.aspx>.
- 3.12 If you lose, damage, or fail to return a library item, we will charge you for the cost of replacing it, plus a £5 administrative fee.
- 3.13 Only take items out of the library that you have borrowed.
- 3.14 Journals, newspapers and items designated as "reference" should not be taken out of the library.

4. Using the library building

- 4.1 You must comply with the University Health and Safety regulations as set out on the Health and Safety website;
<http://www.canterbury.ac.uk/support/health-safety/index.asp>
- 4.2 Personal possessions brought into the library remain your responsibility. If they are left unattended, they might be removed for security reasons.
- 4.3 No item of University property may be marked or damaged in any way. This includes library stock, fittings, furniture or equipment. University PCs and other equipment should not be unplugged or disconnected from the network.
- 4.4 Taking photographs and filming is not permitted without prior permission.
- 4.5 If a child is brought into the library, the responsibility for appropriate supervision rests with the accompanying adult as set out in the University Under 18s policy; <http://www.canterbury.ac.uk/university-solicitors-office/policies-and-procedures/policies-and-procedures.aspx>.
- 4.6 If asked, you must show all library items you have with you at the exit gate. Any bags you have with you might also be inspected.
- 4.7 You must not bring anything into the library which we believe could damage library facilities or items, or which could disturb other users.
- 4.8 We may temporarily suspend access to any part of the collection or any section of the library at any time to facilitate work on the collections or fabric of the library; where possible, arrangements will be made to allow you access to the material you require.

- 4.9 The Library aims to provide you with learning environments that support your study, research and academic success. We need your co-operation to maintain an atmosphere that positively contributes to everyone's ability to study.
- 4.10 You must comply with the Library Code of Conduct; <https://www.canterbury.ac.uk/library/docs/code-of-conduct.pdf> and <https://www.canterbury.ac.uk/library/docs/salomons-code-of-conduct.pdf>.

5. Copyright and subscriptions' licences

- 5.1 You must act responsibly when using library items or digital resources that are protected by copyright. This means that when you print, photocopy, scan or download content, you should keep to licence terms, or be clear when 'fair dealing' provisions in the law apply (for example for non-commercial research or private study). You can use the online Copyright Helper tool to help you decide whether (and to what extent) you can copy items for study/research purposes and comply with Copyright Law; <https://bit.ly/2RU2Gim>.
- 5.2 You should familiarise yourself with resources' licences and copyright policy (<https://www.canterbury.ac.uk/library/regulations-and-policies/copyright.aspx>). Guidance notices are displayed by the relevant equipment in the library.
- 5.3 Access to electronic resources is subject to license agreements and active subscriptions. Current registered CCCU staff and students of the University can access these resources via LibrarySearch and other databases/platforms using their University login and password. Visitors and other borrowers can access a limited number of digital resources available via the dedicated visitor PC in Augustine House.
- 5.4 All users of electronic information resources must abide by the terms of the appropriate licences.

6. IT facilities

- 6.1 All IT facilities provided in the Library are subject to the University regulations and policies governing computing and information services, as set out in the Core Regulations for the use of IT; <https://cccu.canterbury.ac.uk/information-technology/docs/policies/core-regulations.pdf>.
- 6.2 Laptops and other mobile devices may be used, in accordance with the University IT regulations and policies and Health and safety requirements. Users should ensure that cables do not trail across walkways, especially when using floorboxes.

7. Use of other Libraries

- 7.1 If you have been granted access to the libraries of other institutions by virtue of your CCCU status, you must abide by the visited library's regulations. Any breach of these, or any other form of misconduct, will be regarded also as a breach of the Regulations for using the University Library.

8. If you break these regulations

- 8.1 Any member of the Library and Learning Resources team and the Security team have the authority to remind you of these regulations. If your behaviour is considered to be in breach of these regulations, you will be asked to comply.
- 8.2 If you break these regulations, we may:
- ask you to leave the library;
 - take the following disciplinary action:
 - students: in line with the University Student Code of Conduct; <https://www.canterbury.ac.uk/students/docs/policy-zone/Student-Disciplinary-Procedure-April-2017.pdf>
 - staff: in line with the HR Staff Code; <https://ccu.canterbury.ac.uk/hr-and-od/policies-and-procedures/staff-code.aspx>
 - visitors and other borrowers: may lose borrowing rights and be refused entry to the library in the future.

These regulations will be displayed on our website (<https://www.canterbury.ac.uk/library/regulations-and-policies/regulations-and-policies.aspx>). Any suggestions for improvements to the service, feedback or complaints can be submitted via these methods: <https://www.canterbury.ac.uk/library/contact-us/contact-us.aspx>.

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