

## **Anglia Ruskin University Higher Education Corporation**

### **University library rules**

#### **Introduction**

**We have designed these rules to make sure that our staff and students get the most benefit from the resources and facilities of the university library.**

#### **1 Membership**

The following categories of membership are available:

##### **a Staff membership**

Current university staff, as defined on the library's website, are entitled to staff membership.

##### **b Student membership**

Current students registered at Anglia Ruskin University are entitled to student membership.

##### **c Other memberships**

Other memberships may be available to people associated with Anglia Ruskin University and our activities or as part of a reciprocal arrangement with another library, as set out on our website.

##### **d You must:**

- keep your membership card, or staff or student ID card, while you are a member;
- carry your membership card, or staff or student ID card, when you use our services;
- let us know about any change of address or email contact;
- renew your membership each year, unless you have staff or student membership;
- keep to the following rules.

#### **2 Borrowing**

##### **a Membership cards/ID cards**

You cannot transfer your card and you will be responsible for any items issued against your card unless you report the loss of the card to the university library. You must report any loss immediately.

##### **b Loan allowances**

You may borrow up to the limit of items allowed in your category of membership, but we may limit the number of items we loan in certain types of materials.

##### **c Period of loan**

You must return all books on or before the date due or earlier if we tell you that an item is needed by someone else.

##### **d Special conditions**

We can place special conditions on using or loaning any item.

##### **e Overdue items**

For the university library to be effective all members need to return items promptly.

- e1** The date or time of return will be shown for each item issued.
- e2** A charge will apply as soon as the item becomes overdue. It will be charged for each day (or part of a day) or hour (or part of an hour) whichever is appropriate to the type of loan. If you report an item lost after it is overdue, we will charge you as in rule 5b. You will also have to pay the overdue charge due.
- e3** We display the scale of charges on the library's website. We may decide not to make charges under rule 2e2 if there are exceptional circumstances.
- e4** If you have items overdue or you owe money for library charges, you will not be able to borrow any items.

**f Licence agreements and copyright restrictions**

Information resources, software applications and recordings will be governed by licence agreements and copyright restrictions. When you use these resources, you must make sure that you keep to any advisory notices provided. We may restrict access to certain electronic or digital services for certain categories of membership due to licence.

**3 Inter-library loans**

- a** We may loan books and other materials in the university library to other libraries.
- b** We may borrow books and other materials from other libraries for our members to use. We may charge you for this service according to your category of membership. The service is limited to certain categories of membership.

**4 Printing, photocopying and scanning**

- a** When you print, photocopy or scan an item, you must keep to the terms of current copyright law.

**5 Damage to or loss of books and materials**

- a** We may charge for any damage to or loss of books or materials from the libraries at the current replacement value or repair cost. We will decide whether to repair or replace the item and may also make an administration charge.
- b** We will consider any overdue item which is not returned after sending a final overdue reminder as lost. We will assess the cost of replacing the item and charge you accordingly.

**6 Security**

- a** You cannot take any materials out of the library unless they have been borrowed.
- b** You must allow members of library staff or security to examine any items which you are taking with you when you leave the library.

**7 Using library spaces**

- a** We provide library services for the benefit of people at Anglia Ruskin University. If you behave in ways that disturb other library users or disrupt their access to services, we will ask you to leave the library.
- b** You must keep to the rules for designated study zones.
- c** You cannot drink, except from bottled or lidded drinks, or eat in the libraries. Alcohol is strictly forbidden.
- d** You should remove all belongings from tables or rooms whenever you leave the library. We will not be responsible for any personal property you leave in the library.

- e** No animals are allowed in the library buildings except assistance dogs.
- f** You cannot make or take phone calls in the library except in designated areas. You must always switch mobile phones to silent.
- 8** **Closing a library in an emergency**
  - a** If an emergency means we need to close the library, you must leave immediately when asked to do so by the member of staff in charge. While we recommend that you take coats and other personal belongings, this must not delay you from leaving the library premises. You will not be allowed back on to the premises until we confirm that the emergency is over.
- 9** **Library staff work areas**
  - a** You are not allowed in staff work areas unless a member of the library staff is with you.
- 10** **Withdrawing library facilities**
  - a** If you do not keep to these rules we may withdraw any library privileges you have. Persistently breaking the rules will lead to formal disciplinary action.

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