

Library Regulations

(Excerpted from University Regulations)

This document can be provided in other fonts or formats on request to any campus Library.

10 Library Regulations

In these regulations the powers of the University Librarian in relation to students are to be interpreted as subject to the limitations imposed by the University Code of Discipline (Regulation 12). Otherwise these regulations apply equally to all Library users.

10.1 Hours of Opening and Service

The hours of opening of the library facilities will be published by the University Librarian.

10.2 Membership

10.2.1 Membership of the Library is open to all members of staff and to all students of the University. Members of the public may use the Library for reference purposes at the discretion of the University Librarian.

10.2.2 Members of the libraries of other universities are entitled to access under the terms of current reciprocal agreements.

10.2.3 Other persons or corporate bodies may be eligible for membership on application to the University Librarian and on payment of a fee determined by the Library Management Team.

10.2.4 All persons joining the Library do so on the express understanding that they grant the University of the West of Scotland the right to store information relevant to their membership and use of the Library in an electronic, or other, database.

10.2.5 Loss of a Library card (student ID card in the case of student members) must be reported immediately to Library staff.

10.3 Borrowing

10.3.1 Only current members of the Library may obtain material on personal loan. Loan entitlements will be as determined from time to time by the Library Management Team in consultation with the University Executive Group.

10.3.2 When borrowing items all members must present their Library card. Nobody may borrow an item from the Library other than on his/her own card. Responsibility for any transaction on a Library card remains with the user to whom the card was issued, unless or until loss of the card is reported to the Library.

10.3.3 Loan periods will be as determined from time to time by the Library Management Team in consultation with the University Executive Group.

10.3.4 A statutory fine, reviewed annually by the Library Management Team, will be imposed on any member who fails to return an item by the date

due. Fines may be waived if failure to return was occasioned by illness or other unforeseen circumstances subject to the provision of appropriate evidence.

On failure to return Library materials, cost recovery procedures will be initiated and Library privileges withdrawn. Persistent offenders may be dealt with under the University Code of Discipline (Regulation 12).

10.3.5 Certain categories of works may be restricted to the Library, and access to others may be restricted to comply with teaching, archival or conservational needs, or the contractual conditions of supply.

10.3.6 Items obtained on inter-library loan are subject to these regulations and to the conditions imposed by the lending library. Limits on the number of concurrent inter-library loan requests will be set by the University Librarian in consultation with the Research and Knowledge Transfer Board.

10.3.7 It is an offence to remove any material from the Library without it being formally issued or to leave the Library except by the authorised exit, save in case of emergency. Any member of the University staff may require any person to open any package, case, bag or receptacle in his/her possession, to establish that they have no Library material which has not been borrowed in accordance with these regulations. Breach of this regulation may be dealt with under the University Code of Discipline (Regulation 12).

10.4 Loss and Damage

Members may not write in or otherwise mark any Library item. If any such damage is discovered the member may be required to either pay for or replace the damaged item. Members borrowing items should report any apparent damage to the Library staff. Loss of items should be reported to Library staff immediately. In the case of loss the member will be required to pay for or replace the lost item.

10.5 Conduct in the Library

10.5.1 Users of the Library are cautioned at all times to keep their valuables on their person and not to leave them unattended as the Library can accept no responsibility for them.

10.5.2 Users of the Library must not cause disturbance to other users or damage to stock, furnishings or equipment. Food and drink, with the exception of bottled water, must only be consumed in designated areas. Strict silence must be observed in designated silent study areas. Breach of this regulation may be dealt with under the University Code of Discipline (Regulation 12).

10.6 Electronic Resources

In using software and electronic services supplied through the Library, users must respect all licensing agreements and any regulations or codes of conduct agreed by the Library as part of the service or product. The Library will supply on request copies of such regulations or codes of conduct and will highlight important regulations such as restrictions on copying. Beyond that, the Library makes available such services in good faith and will accept no further responsibility for misuse by users of such services.

10.7 Copying

Copying will only be permitted to authorised users within the terms of licenses (CLA, NLA and other agencies or specific products) held by the Library on behalf of the University, or to all users in terms of the current copyright legislation regarding fair dealing and commercial research.

10.8 Absence of University Librarian

In the absence of the University Librarian such powers as he/she exercises under these regulations shall devolve upon the Campus Librarians for their respective campus libraries. If one or more Campus Librarians are also absent the remaining Campus Librarians shall act collectively to cover all the campus libraries.