UNIVERSITY OF BIRMINGHAM
REGULATIONS
LIBRARY REGULATIONS

Preamble:

The Library Regulations apply to all users of library facilities managed on behalf of the University by Library Services, and thus there are sections that apply also to non-members of the University of Birmingham who are granted permission to use those facilities. These Regulations will be made available on the University website. Users wishing to use any library within the University are expected to acquaint themselves with and observe any particular Regulations in force in that library.

All Library Services staff are empowered to act upon these Regulations within the remit of their post and subject to any guidance issued by the Director of Library Services.

All use of computing and network facilities within those facilities managed by Library Services is also subject to the 'General Conditions of Use of Computing and Network Facilities' which has the status of a University Code of Practice

B Casey,

Director of Academic Services

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DEFINITIONS

In these rules and regulations:

‘Children’ means all persons who are under the age of 18; where it is necessary in this document to make the distinction, the expression “Young People” refers to Children aged 16 or 17 years old.

‘Closed Collections’ means those collections that contain Items that can be viewed only on request and may be in specially protected areas.

‘Collections’ includes both Special Collections and Closed Collections

'Director of Library Services’ means both the post holder and also those with delegated authority.

‘Item’ is deemed to cover all types of material housed in the Library Facilities or elsewhere by Library Services, unless the context specifically limits the type of material.

‘Library Facilities’ means those libraries, learning centres and resource centres which are:

i) the property of the University or leased to it; and

ii) managed on behalf of the University by the University’s Library Services.

and ‘Library’, ‘Learning Centre’, and ‘Resource Centre’ mean library, learning centre and resource centre respectively.

‘Members of the University’ means Staff and Registered Students as defined in these Regulations.

‘Quiet Zone’ is a study area in any Library Facility where all Users are expected to keep noise to a minimum in acknowledgement that others will be using the area for quiet personal (as opposed to group) study.

‘Registered Student’ means any person currently registered for the receipt of instruction in the University.

‘Service’ is deemed to include any system whereby Library Services provides access to information, whether within Library Facilities or remotely.

‘Silent Zone’ is a study area in any Library Facility where there should be no noise or activity made that will disturb in any way other Users.

‘Special Collections’ means those collections of unusual or rare Items which may or may not be openly accessible to Users.

‘Staff’ means all persons employed in the service of the University and for the purpose of these Regulations shall include all persons granted ‘honorary staff’ or equivalent status with permission to use Library Facilities.

‘User’ refers to any person entering the library, or making use of the Library Services.

1. STATUS

1.1 These Regulations have been approved by Council.

1.2 All Library Services staff are empowered to act upon these Regulations within the remit of their post and subject to any guidance issued by the Director of Library Services.

2. DISCIPLINARY OFFENCES

2.1 Any breach of these Regulations may result in the suspension of access to the library facilities and may result in disciplinary proceedings.

2.2 The following are also disciplinary offences:

(i) Incitement to conduct leading to a breach of any provision of these Regulations.

(ii) Failure to comply with relevant English law while using or accessing the University Library Facilities constitutes a disciplinary offence. Use of the Library and any computing facilities in the Library must conform to the requirements of (inter alia) the Data Protection Act 1998, the Human Rights Act 1998, the Copyright, Designs and Patents Act 1988, the Computer Misuse Act 1990, the Privacy and Electronic Communications (EC Directive) Regulations 2003, the Freedom of Information Act 2000, and all other legislation.

3. ACCESS AND ADMISSION

3.1 Admission to use any University Library Facilities is conditional upon the observance of these Regulations.

3.2

(i) The Library Facilities and Service are available throughout the year apart from on specific public holidays and University closed days as advertised. The opening hours of each of the Libraries will be as determined from time to time. The days and hours when each Library is open are displayed at the entrance to that Library and on the Library Services' web pages. Opening hours of particular Collections or Services within any Library may differ and are displayed at those Collections or Services.

(ii) In certain circumstances, a prospective User will be required to complete a registration form and provide suitable identity papers and documentation to support registration. The prospective User will be expected to supply a current postal address, email address (if available) and such personal data as necessary to facilitate communication between the User and staff of Library Services. In providing such personal data the User will be consenting to it being held and processed by the University in accordance with the Data Protection Act 1998.

(iii) All Registered Students must report immediately any change of address or other contact details to Academic and Student Administration within Academic Services.

(iv) For Staff who have registered to borrow Items from Library Services any change of address or other contact details should be reported to the appropriate member of staff of Library Services.

(v) For all others, any change of address or other contact details must be reported to the appropriate member of staff of Library Services.

(vi) In respect of addresses provided under any of the circumstances above, communications sent to the last reported postal address of a User are deemed to have been duly sent.

3.3 Use of the Library Facilities is available to current Members of the University and certain other categories of persons according to status and need. The Library Facilities that are available to non-members of the University are displayed on the relevant Library Services' web pages, which specify access and borrowing rights as appropriate. Non-members of the University may be subject to restrictions on the times when they may use the Library Facilities and Services.

3.4 On certain occasions, prospective students and prospective employees of the University and those accompanying them will be granted access to the Library Facilities for viewing purposes only, at the discretion of the Director of Library Services.

3.5

(i) Children may be admitted to the Library Facilities at the discretion of the Director of Library Services.

(ii) Children who are Registered Students or Staff of the University (whether full-time or part-time), will be admitted under the same terms as other Registered Students or Staff, but this will not apply to Children on 'work experience' who will be admitted under special arrangements.

(iii) There are special Regulations dealing with access to and use of Library Facilities by Young People or students who are studying at other educational institutions. These are published separately by Library Services.

(iv) Children under 16 years of age must be supervised and the accompanying adult will have sole responsibility for the Children; including their good conduct, safety and observation of these Regulations.

(v) Groups of Children admitted as a 'school party' under the supervision of a teacher or other responsible adult who will have sole responsibility for the children; including their good conduct, safety and observation of these Regulations.

3.6 The only animals which Users may normally bring into Library Facilities are dogs trained to assist Users with disabilities. Other animals similarly trained may be admitted with the prior agreement of the Director of Library Services.

3.7 The Director of Library Services reserves the right to refuse entry to anyone deemed unfit by demeanour or conduct.

3.8 Entry to any Library Facilities will be conditional on the presentation of acceptable identification such as a University Identity Card (UID card), a membership card or equivalent pass or temporary permit. Details of the requirements and policies that relate to entry to the Library or the building housing the Library Facilities, including information about acceptable forms of identification, will be published on the Library Services' website. Policies in relation to entry to Library Facilities may vary periodically or occasionally, especially between core and non-core service hours and also between University term and non-term times.

3.9 No User may enter or leave the Library Facilities by any of the entrances or exits other than those designated for the purpose, except in an emergency.

3.10 Users must neither allow another person to use their UID card, membership card or equivalent pass, nor themselves use another person's card or pass, to gain entry to a Library or for any other purpose whilst in a Library, or when using Library Services.

3.11 Admission to any part of Library Facilities deemed to constitute a Closed Collection is at the discretion of the Director of Library Services and may be subject to the separate arrangements governing those Closed Collections; admission to them does not of itself imply permission to use other parts of the Library Facilities.

3.12

(i) In the event that a member of Library Services staff is of the reasonable belief that a User is trying to enter Library Facilities whilst carrying or bringing with them inappropriate possessions, or suspects that a User is attempting to leave the premises with illegally or wrongfully obtained Items or possessions (including Items not borrowed in a manner that is compliant with Library Services requirements), the member of Library Services staff is entitled to request that the User displays to them the contents of all bags and similar means of carrying Items and possessions.

(ii) Inappropriate Items or possessions thus identified may be held (a) temporarily whilst the User is in the Library Facilities, or (b) permanently as evidence in a disciplinary or criminal investigation.

3.13 Any member of Library Services staff is entitled to ask a User to show them their UID card, membership card or equivalent pass or temporary permit to confirm identity at any time. Should the member of Library Services staff be unable to establish identity from the UID card or equivalent, they are entitled to ask for a further means of identification and this must be provided if requested.

3.14 Library Services or the University cannot be held responsible for and is not liable for loss of, or damage to, any personal property brought into the Library Facilities by any User at any time.

3.15 All Users must vacate the Library Facilities promptly at closing time, on hearing the fire alarm, in the event of any emergency, or as otherwise requested by Library Services staff.

4. USE OF LIBRARY FACILITIES

4.1 Users must not damage, deface or mutilate any University owned property. This includes the fabric of buildings, fittings, furniture, general equipment, computers, books and similar Items. Damage to all such fixtures, fittings and Items must be reported immediately. The User responsible may face disciplinary action and may be required to make good any such loss or damage.

4.2 All Library Facilities' fixtures, fittings and Items must be treated with care. The unauthorized movement of Library Facilities' fittings, furniture and equipment (with the exception of chairs) is not permitted.

4.3 Manuscripts, rare printed books, Special Collections material, and other similar Items may not be removed from the designated area in which they are kept, except by special permission of the Director of Library Services.

4.4 All use of computing and network facilities within Library Facilities is also subject to the 'General Conditions of Use of Computing and Network Facilities' which has the status of a University Code of Practice

4.5 Where access to information held electronically is provided, it must be used only in accordance with the appropriate licensing and legislative provisions, including the copying, storing, amending and transmission of information.

4.6 Users are required to comply with the provisions of current copyright legislation and with any restrictions imposed by manufacturers' or suppliers' licences when using Library Items or Services. Users may make copies of material supplied to them by the Library only as allowed under general legislative provisions or by specific licences and contracts. The use of photocopiers, scanners, microfilm readers and audio-visual equipment provided by Library Services will be subject to the provisions of current copyright legislation and licences held by the University.

4.7 The use of user-owned cameras, phone-cameras, hand-held scanners and similar devices for copying Items will be at the discretion of the Director of Library Services, and is also subject to the provisions of current copyright legislation.

4.8 The use of any camera equipment for taking pictures inside any Library Facilities is at the discretion of the Director of Library Services, in consideration of, inter alia, copyright, data protection and conservation issues.

4.9 The distribution of leaflets by Users in any Library is forbidden without the prior written permission of the Director of Library Services.

4.10 The display of posters, notices, leaflets and similar by anyone other than authorized Library Services staff is forbidden without the prior written

permission of the Director of Library Services, unless there is specific provision for such display on dedicated notice boards and such display on those boards is clearly permitted by Regulations.

5. BEHAVIOUR IN LIBRARIES

5.1 The igniting of any inflammable material is strictly prohibited in all parts of all Library Facilities. In accordance with University policies, smoking outside buildings within 10m of doors and windows is also prohibited.

5.2 All Users are to act courteously and to respect the needs of other Users and Library Services staff whilst in the library, and to respect in particular the needs of those with a disability.

5.3

(i) There must be no conduct in Library Facilities which could be considered prejudicial to the safety, well-being, or security of Users or Library Services staff or that would affect their ability to study, work or to perform their duties. Such prejudicial conduct specifically includes violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language or any other form of harassment towards or of other users or library staff. This also applies to behaviour detrimental to the preservation of the fabric or to the Collections of the Library.

(ii) Library Services staff are empowered to stop any such inappropriate activity and may require that Users involved in any inappropriate behaviour leave the Library Facilities. Any such inappropriate behaviour may be reported to the University Security Unit and also to the Student Conduct Officer as appropriate and may lead to disciplinary action.

5.4 Users must show due regard for their own safety and that of other Users and Library Services staff. All Users are responsible for their own possessions whilst in Library Facilities. Users should immediately report any accident, theft or other incident to a member of the Library Services staff or the University Security Unit.

5.5

(i) Protective clothing worn in laboratories and workshops, for example coats and overalls, must not be worn in Library Facilities (unless being worn by University maintenance staff or contractors in the interests of health and safety).

(ii) In the interests of health, safety and hygiene, no person may go barefoot in a Library and Users will be expected to comply with reasonable requests by Library Services staff to modify or change the clothing they are wearing.

5.6 In order to provide an appropriate environment for individual learning and research, conversation and any other behaviour likely to disturb or inconvenience other Users is prohibited in those areas of the Library Facilities designated as Silent or Quiet Zones. Noise must also be kept to a minimum in corridors and on staircases adjacent to the study areas. Any User disturbed by a breach of this regulation may inform the Library

Services staff. Collaborative working and social conversations are permitted only in designated areas within the Library Facilities, such as group study rooms and social spaces.

5.7 Mobile phones must not be used in Silent or Quiet Zone areas within Library Facilities, even with headphones. This also applies to corridors and on staircases unless otherwise indicated. Mobile phones should be set to 'silent mode' whilst being carried in the Library. Texting is permitted but only in silent mode. The normal use of mobile phones is permitted in certain areas of the Library only and specifically as indicated by local signage.

5.8 The use of all personal sound producing electronic devices such as personal hi-fi equipment, radios, laptop computers and similar portable electronic devices is subject to their use not disturbing other users. Users of such equipment may be required to work in specified areas of the Library or required to cease using them altogether if they generate sounds audible to other Users and as such their use constitutes a distraction to other Users.

5.9 Drinking of any liquids (with the exception of drinking water from bottles that can be resealed after opening) is not permitted anywhere in Library Facilities unless in an area specifically set aside for drinking. Such areas are clearly indicated by local signage.

5.10 Eating of any food, including crisps and other packaged snacks, is not permitted anywhere in Library Facilities unless in an area specifically set aside for eating. Such areas are clearly indicated by local signage.

5.11 All Users are expected to deposit litter they create in waste bins provided for that purpose.

6. BORROWING AND RETURNING ITEMS

6.1 The Director of Library Services has discretionary power to lend, or to refuse to lend, or to recall any Item previously borrowed by any user at any time.

6.2

(i) The discretionary power of the Director of Library Services, delegated as appropriate to Library Services staff, extends to defining whether or not any particular Item or Items can be borrowed, the normal length of time for which an Item can be borrowed, which will be dependent on the Item itself and the category of User, and the number of Items that can be on loan to a User at any time.

(ii) The status of Items in respect of permission to borrow and the loan period for the Item can be seen from the Item's entry in the Library catalogue. The number of Items that can be borrowed by category of User, and the length of time for which any User in a particular category can borrow an Item will be advertised on the Library Services website.

(iii) A registered Member of the University can obtain information on their own record of borrowing by consulting their account via the online Library catalogue.

6.3 Items which are the property of another institution that have been borrowed by the Library and then loaned to a User under the terms of an Inter-Library Loan scheme will be subject to the same Regulations that apply to Items belonging to the University of Birmingham or held by it on behalf of other parties, but may be subject in each case to other conditions imposed by the lending library with which the User must comply.

6.4 Items can be borrowed only in accordance with the procedures set out for each Library, whether by issue by a member of Library Services staff or by self-issue, or by telephone renewal or online renewal or any other method of borrowing.

6.5 Any attempt to remove an Item from the Library not in accordance with the set borrowing procedures or with the authorization of the Director of Library Services may be viewed as an attempted theft of the Item.

6.6 Users must not permit others to use their UID card or similar official permit for the borrowing of Items. In certain circumstances, for example when there are issues of accessibility, Items may be borrowed by one User on behalf of another at the discretion of the Director of Library Services, but any such borrowing must be by special request and will be considered on a case-by-case basis.

6.7 Users are responsible for all Items borrowed in their name. Their responsibility is not transferable and ends only when the appropriate return procedure has been completed. The User who borrowed the Item from the Library is held responsible for its return and for any loss or damage howsoever and by whomsoever caused until its return. Users are deemed responsible for the effectiveness of any arrangements they make to return Items through third parties.

6.8 The User will be responsible for notifying the Library immediately if an Item they have borrowed is damaged, lost or stolen whilst in their possession. The User will be required to pay the full cost of its replacement (or repair or rebinding if this is possible).

6.9 Library Items may not be taken or sent out of the United Kingdom without special permission of the Director of Library Services.

6.10 Items must be returned by the date or time due, or the borrowing period extended by an appropriate and valid loan renewal procedure. Users are expected to check their online borrower record and University post and email frequently. Users are required to respond appropriately to any notices (such as recall notices) issued by the Library in respect of Items they have borrowed. In particular, when requested Users must return Items that they have borrowed by a specified date, whether the new date specified falls before or after the original due date.

6.11 It is the responsibility of the User to ensure that Items on loan can be returned on demand at any time.

6.12 A User who fails to return an Item or renew the loan by the appropriate due date or time may incur fines on a scale to be determined and published from time to time by the Director of Library Services.

6.13 Only an official receipt issued by the Library will normally be accepted as evidence of payment of a fine. A bank or credit card statement showing evidence of payment will also be accepted.

6.14 When the accumulated sum of the fines and other charges incurred and unpaid reaches an amount as determined by the Director of Library Services and as advertised on the Library Services website, the User will not be permitted to borrow any more Items or renew the loan period for any borrowed Items until all of the fines and charges are paid.

6.15 A User who fails to return an Item borrowed by them will have to pay all fines due and will be charged for the cost of replacement of the Item and associated handling charges. Appropriate notices in respect of unreturned Items and unpaid fines will be sent to the User at periodic intervals after the due return date via email and/or post to the User's last home and term time postal addresses as notified to Academic and Student Administration within Academic Services or otherwise as notified under the terms of Clause 3.2 of these Regulations.

6.16 Failure to pay fines or the cost of replacement of Items after receiving due notice may result in a User being denied access to or the use of some or all of the Library Facilities.

6.17 Registered Students or Staff leaving the University (whether at the end of a course or earlier, or by resignation or similar act) must return all Items on loan to them, regardless of due return dates, and pay all outstanding charges before leaving.

6.18 A User who after due notice fails to pay fines or to pay for the replacement of Items borrowed by them but not returned as and when requested will be regarded as being in debt to the University and this may result in legal action being taken against the User, at their home address, for the recovery of the monies, Items, solicitors costs and any court costs involved in that recovery. This will apply to all current and past Members of the University and to non-members of the University who have been permitted to use the Library Facilities.