

# RULES FOR THE USE OF THE UNIVERSITY LIBRARY

Note: The main purpose of these rules is to safeguard the common interests of all readers and to enable the Library to carry out its functions as efficiently as possible.

Rules framed by the University Librarian in respect of the Library have the force of Regulations for Conduct.

Use of all computers and IT facilities within the Library must comply with the Rules for the use of University computers and data networks.

## ACCESS AND MEMBERSHIP

1. Library opening hours are determined by the Librarian. They may be changed from time to time and notice of any alterations will be given on the Library website.
2. Library users must leave the Library by the advertised closing time.
3. The following are eligible to join and borrow from the Library:
  - a) Members of the Academic Staff
  - b) Members of the University Court
  - c) Students formally admitted to a course of study of the University and leading to a Degree, Diploma, or Certificate
  - d) Other members of staff of the University
  - e) Members of reciprocal borrowing schemes (e.g. SCONUL Access)
  - f) Other persons whose applications have been approved by the Librarian.A fee may be charged for borrowing by external degree students and by some categories of borrower in classes (c) and (f).
4. The Library reserves the right to refuse entry to anyone without a valid Campus Card or Library Card. Only valid Card holders will have access to the Library during the University Examination period and may be required to produce their card to confirm identity. Visitors without a valid Card may access the Library for reference purposes outside of the University Examination period, provided that they have signed an undertaking to abide by the Rules. There may be restrictions on the use of electronic information sources as a result of licensing agreements.
5. A card will be issued to each registered Library borrower. The card is not transferable and must be shown on request. A charge will normally be made for a replacement card. Your card is not transferable and you will be responsible for all items borrowed using it and any associated fines which may result from their late return.
6. All members, other than students and staff, are responsible for informing the Library of any change of address. Lost Library cards must be reported to the Library. Lost Student Campus Cards should be reported via the online report form to the Campus Card Office.
7. Children are only permitted on Library premises if accompanied as follows:
  - Children under the age of five are only allowed in designated areas of the Ground Floor where closely accompanied, at all times, by an adult.

- Children of school age (5–18) are permitted on Library premises, excepting the IT areas, only if accompanied by a responsible adult (parent or teacher) at all times.
  - Visits by school pupils are not permitted during the University Examination Period. Currently enrolled University of Reading students below the age of 18 are exempted from this rule.
8. Animals may not be brought into the Library with the exception of assistance-dogs.

## BORROWING

9. No Library material shall be removed from Library premises until its issue has been properly recorded. Materials borrowed shall be returned within the stipulated loan period and their return properly recorded at the Library. Items are returned in the Book Drop or Book Sorter at the user's risk and are regarded as the responsibility of the borrower still, until the return has been properly recorded. Further loans will not normally be permitted to a borrower who has one or more overdue items.
10. Any material borrowed may be recalled after seven days of being issued if it has been requested for use by another reader. It must be returned as specified in the recall notice.
11. Library materials in certain advertised categories may not be borrowed without special permission: (a) Items from the Reference collections; (b) Material labelled *Not to be removed* from the Library; (c) University of Reading Theses.

## CONDUCT

12. Library users must take care of Library materials and must not deface them in any way, including by highlighting, underlining, writing or drawing in them or by removing any part of them. Bottles of ink may not be brought into the Library.
13. Library users shall respect the rights of others to work quietly. Silence shall be maintained in silent study areas. Quiet study shall be maintained elsewhere, except in areas designated for group study. Mobile phones should be switched off or in silent non-vibration mode in the Library. Mobile phone use is permitted everywhere except the quiet and silent study areas.
14. Food may only be consumed or displayed within the Café. Non-alcoholic drinks in lidded containers are allowed anywhere in the building. Library staff may remove any food or unlidded drinks found on tables or desktops.
15. Smoking, including the use of e-cigarettes, is not permitted anywhere in the Library premises, nor within 10m of the building.
16. Library users are responsible for the security of their own property. They must, if requested, submit their belongings for inspection as they leave the Library premises. Personal possessions must not be left unattended at any time or they may be removed and treated as lost property.
17. Study space may not be 'reserved' by leaving personal belongings unattended at desks whilst the owner leaves the building.
18. Library users using their own laptop computers and other devices do so at their own risk and are responsible for the safety and security of their equipment (including cables). They should be mindful of the safety of others by avoiding trailing wires. It is the responsibility of the owner to have such equipment tested for electrical safety, and use is conditional upon the owner's acceptance of responsibility for damage to University property caused by their equipment.

## LEGAL ISSUES

19. No Library material may be reproduced for commercial purposes nor used for any other commercial purpose without the Librarian's consent.

20. Personal details of Library users may not be disclosed to other users, nor shall any person use the computerised facilities of the Library to obtain or process data except in accordance with the provisions of the Data Protection Act 1998. Library staff may however disclose information on the loans of individual users for the purposes of disciplinary procedures.
21. Copying, scanning and printing facilities are provided on the condition that the Library users making photocopies do so in accordance with the Copyright, Designs and Patents Act 1988. If a person using a Library photocopier infringes the provisions of the Act, that person will be deemed wholly responsible for the infringement.

## **PENALTIES**

22. Any member of the University staff may act, as appropriate, to uphold the Library rules.
23. Fines, at rates determined by the Librarian, will be charged on overdue items.
24. Damage to Library materials or property including the defacing or removal of pages will be regarded as an offence under the Regulations for Conduct. A Library user who damages, fails to return (or returns in a damaged condition) any material shall be liable to pay the cost of replacement or repair, at the discretion of the Librarian.
25. In enforcing the Rules the Librarian has the power to impose penalties comparable to that of the Warden of a Hall in respect of the Hall: see Regulations for Conduct (35) (b) et seq.
26. The Librarian may withhold Library services and/or facilities for any infringement of these Rules. In exceptional circumstances the Librarian may exclude from the Library any person whose behaviour, in the opinion of the Librarian, is prejudicial to the proper conduct of the Library.

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