

Library Regulations

Information Services and Systems *Swansea University*

1 Introduction

Information Services & Systems provides Library, ICT, Corporate Management Information, Media, and Employability services to the staff and students of Swansea University and the wider community. The following Library Regulations apply to all University staff and students and any other users of our services. All users are expected to adhere to them, to ensure an effective service and to avoid inconveniencing other users. The regulations apply to all Swansea University Library sites but special rules, displayed locally, may take precedence.

2 Scope

2.1 University members All staff, all registered degree and diploma students of the University, and all other members of the University are entitled to full library membership, including borrowing privileges. The University ID card should be presented whenever any library material is borrowed. Lost cards should be reported without delay; a fee is charged for replacement.

2.2 Other Library members Anyone aged 16 or over may use library material for reference use without charge. External membership is at the discretion of the Director of Information Services & Systems and does not include access to ICT facilities. External Membership access is also available under a variety of National and Local collaborative schemes with other Library Services — further details on these may be obtained from the Customer Service Team.

3 Loans

Full details of lending policies are set out in the *Swansea University Libraries Loans Policy*. In brief:

3.1 Standard loan periods and entitlements

<i>Borrower</i>	<i>Entitlement</i>	<i>Loan period</i>
Staff and postgraduate students	30	Four weeks initial loan period with auto-renewals to maximum of three years or account expiry date if sooner
Undergraduate students	30 (maximum of 15 from Saint David's Park)	Four weeks initial loan period with auto-renewals to maximum of one year or account expiry date if sooner.
External borrowers	5	Four weeks (no renewals) or account expiry date if sooner.

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External borrowers may not borrow Short Loan Collection or audio-visual items. These items are exempt from the standard loan regulations. Please refer to the Swansea University Libraries Loans Policy for full details.

3.2 Recall Any item out on loan may be requested by another user before the due date. The current borrower will be notified that the item has been recalled and they will have seven days to return it before fines accrue.

3.3 Reference only items Some types of library material, including current issues of periodicals, theses and reference works, are designated as not for loan and cannot be taken out of the building.

4 Code of Conduct

4.1 Considerate behaviour is expected from all users of our services in all branches, so that every user may work in an atmosphere conducive to study. Library users must behave in a manner which does not adversely affect, or unduly impact on other users and which is respectful of the fabric and furnishings of library buildings:

4.1.1 Users must respect signed areas of the libraries and behave accordingly:

Silent Study Areas: No conversation, no food, no mobile phones.

Quiet and Group Study Areas: Quiet conversation, mobile phones on silent, cold snack foods permitted.

4.1.2 Personal music and videos may be played in all areas providing headphones are worn and volume is set to low so that other users are not disturbed.

4.1.3 Smoking and consumption of alcohol are not permitted.

4.1.4 Library users are required to clear any waste by using the recycling and other bins provided. Spills or other damage should be reported to Library staff immediately.

4.1.5 ISS cannot be held responsible for the loss of any user's personal possessions within any ISS buildings. Personal possessions must not be left unattended or cause obstruction to other users. Vacated seats may not be reserved for more than 15 minutes. If belongings are left for longer than 15 minutes, staff will leave a notice for the user and remove them to the Information Desk.

4.1.6 Sleeping and washing are not permitted in SU Libraries. Spending long periods studying without breaks is unhealthy. Library users are encouraged to take breaks and return home to sleep and wash

4.2 Fines will be incurred on overdue recalled items, overdue short-loan items, overdue a/v equipment and laptops and on any items which have exceeded their maximum renewal period. Borrowing rights will be suspended when a user accrues £25.00 in fines on their account. When the account is suspended, all items on loan will cease to renew and begin accruing fines to a maximum of £25.00 per item. Payment of fines to below £25.00 will re-activate the account. *Please refer to the Swansea University Libraries Loans Policy for full details of fines.*

4.3 Loss of or damage to library material Users must pay compensation for damage to or loss of library material. Any marks or defects should be reported to ISS staff before borrowing. Borrowers who are unable to return a library item must pay the recommended retail price of the most recent edition/model of an item.

4.4 Account suspension Users who fail to return library material when requested to do so, or who fail to settle debts, will have their borrowing rights suspended. Outstanding debts will be pursued by the University's Finance Department.

4.5 Courtesy notices sent by e-mail to remind users that they have items which are about to become overdue is a **courtesy service only**. It is the user's responsibility to check their account to ensure that loans are either renewed or returned on time. Due dates are available through the iFind library catalogue and users will be sent a monthly account summary by email.

4.6 The use of electronic resources must conform to current legislation governing these areas, to the ISS Computing Regulations and to the JANET Acceptable Use Policy. The use of electronic resources must also conform to the appropriate University licences and agreement, including those with individual publishers, JISC and CHEST.

4.7 On leaving Library buildings, all books, whether belonging to the Library or not, must be available for checking by staff as required. Coats, bags and brief cases and any other possessions must be offered for examination if requested by staff.

4.8 The Director of Information Services & Systems may suspend any user from the use of our services and from our buildings for the infringement of Library regulations or serious misbehaviour. This includes the unauthorised removal of library material. Any such exclusion shall be reported to the Registrar. In the case of a major breach of Library Regulations, the Director shall report it to the Pro-Vice-Chancellor (Administration). In the case of an offence which falls under the Disciplinary Procedures, the Director of ISS may report such a breach to the Director of Academic Services to be considered under the Disciplinary Procedures.

5. Complaints

5.1 Complaints and/or requests to review the application of any sanctions under the Library Regulations should initially be raised with the member of staff responsible for that service. If this cannot resolve the problem, then it should be referred to the University Librarian. If, exceptionally, this does not resolve the query, then the matter may be referred to the University's formal complaints procedure via Academic Services. Full details may be found in the Swansea University Libraries Complaints Procedure.