Regulations governing the use of University library and computer room/area facilities and services

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1. Scope of regulations

a) These regulations apply to all services and facilities accessed throughout libraries and computer rooms/areas, including library resources accessed electronically via the University network from on or off campus. Any exceptions to regulations that relate to specific areas will be indicated in the particular library and/or computer room/area.

b) These regulations are subject to alteration without notice; any amendments will be displayed on the websites at www.nottingham.ac.uk/it-services and www.nottingham.ac.uk/library and on relevant notice boards.

c) All users of these facilities must comply with these regulations. Failure to comply may be a disciplinary offence which will be dealt with under University disciplinary procedures. Certain breaches of these regulations may also constitute civil or criminal offences and could lead to separate legal action.

d) Readers of materials in Manuscripts and Special Collections are registered for such access, and sign their agreement to specific regulations controlling use. Details may be found in the Manuscripts and Special Collections section of the Libraries, Research and Learning Resources (LRLR) website at
2. Conformance with legislation


b) Users of the University Computing Facilities must comply with the ‘Code of Practice for Users of the University Computing Facilities’ available at http://www.nottingham.ac.uk/is/documents/about/codeofpracticeforuniversitycomputingfacilities.pdf

c) Access to and use of electronic resources may be subject to contractual arrangements and licences with vendors. This may limit
   - the categories of persons who may use them
   - the number of concurrent users
   - the locations from which networked services are permitted.

All users of electronic resources must comply with the conditions of contracts and/or licences associated with the resources. In particular, copyright restrictions and any other restrictions imposed by licence on downloading limits, re-transmission of copyright material, electronic storage of material, the integrity of rights-management information, etc. must be respected at all times.

Unless otherwise stated explicitly in the terms and conditions for a particular resource or service, subscription-based electronic resources are provided for personal educational use only. Any commercial uses by an individual, or for other persons (either connected or not connected to the University of Nottingham), are strictly forbidden.

3. Borrower categories
Customers are advised to carry their University Card or Library Card with them at all times.

The following are eligible to use and borrow from a library once they have completed the appropriate application process:

a) Members of the academic and academic-related staff (including retired members, and Clinical Teachers);
b) Students registered for higher degrees by research (Ph.D. and M.Phil.);

c) Students registered for other higher degrees for those diplomas and certificates awarded by the Board for Postgraduate Studies;

d) Students registered for first degrees or for other degrees, diplomas and certificates awarded by the Board for Undergraduate Studies;

e) Students registered with the School of Education for Continuing Education modular courses;

f) Members of the clerical, technical, manual and ancillary staff employed by the University, and staff of the Nottingham University Hospitals NHS Trust and the Nottinghamshire Healthcare NHS Trust;

g) Members of the Court and Council;

h) Members of the academic staff of the Affiliated Institutions of the University of Nottingham, and of other institutions of higher education with which reciprocal arrangements have been agreed;

i) Teachers in partner schools with the University of Nottingham School of Education, on presentation of the appropriate partner school form;

j) Members of the SCONUL Access scheme where appropriate;

k) NHS staff from Trusts with whom we have a formal access agreement;

l) Individuals who have a formal association with the University, but are not on the University payroll.

Graduates, persons holding higher degrees of the University, and other persons engaged upon a serious course of study may use libraries under the following conditions:

m) Persons holding first or higher degrees of the University may use libraries for reading purposes. If they wish to borrow they may normally do so upon payment of the appropriate fee.

n) Students of the Affiliated Institutions of the University of Nottingham may use libraries for reference only and must apply for visitor cards.

Persons other than the above who wish to use libraries in connection with specialist needs that cannot be met elsewhere will normally be permitted to borrow, at the discretion of the Director of Libraries, Research and Learning Resources or designate, upon payment of the appropriate fee.
4. Borrowing regulations

Borrowing regulations, including loan entitlements, loan periods and fines rates are recommended and published by the Director of Libraries, Research and Learning Resources. Details of lending services including current loan entitlements are displayed on the library website at http://www.nottingham.ac.uk/library/libraries/using/borrow.aspx

a) An item may not be removed from a library until the loan has been correctly recorded.

b) Any book or other item may be designated for reference only, by the Director of Libraries, Research and Learning Resources or designate. Reference items may not be borrowed without express permission.

c) Some periodicals may be borrowed by specified categories of user. The most recent copies may not be borrowed. Library users are required to abide by the decision of the Director of Libraries, Research and Learning Resources on access to periodicals.

d) Borrowers are held responsible for all books or other items borrowed or signed for against their card until they are returned by correct methods and the loan discharged.

e) Users should not lend their card to anyone to allow them to gain access to their library account; reasonable care should be taken to prevent the card being misused. Users should also not disclose their PIN number, keeping it protected and changing it from the default PIN as soon as possible to keep it secure.

f) A reader can ask about activity on their own library record. The University may disclose account information to some authorities as allowed by legislation, eg in the case of suspected criminal activity. However, under normal circumstances information about a reader’s library account cannot be disclosed to a third party without the express permission of the reader.

g) The Director of Libraries, Research and Learning Resources or designate may require any person to return any item borrowed from a library after one week, if it is needed by another reader or for another purpose.

h) Items borrowed must be returned by the date or time stipulated for their return. An overdue charge per day or part day will be imposed for a book or other item not returned by the stipulated date or time.

i) The loss or damage of a book or other item must be reported to a member of library staff. The person responsible may be required to replace the item, or to pay such a sum as may be needed to make good the loss or damage plus an administration charge. In addition, in serious cases, disciplinary action may be taken.

j) Failure to return an item will ultimately lead to the person responsible being issued with an invoice for the replacement cost, plus administration charges.
Failure to observe any of the above borrowing regulations will be treated seriously. The Director of Libraries, Research and Learning Resources or designate is empowered to withhold access to the use of facilities and services because of infringement of the regulations, or to take other appropriate action.

5. Conduct within libraries and computer rooms/areas

To provide an environment conducive to study and learning, users are requested to comply with the following responsibilities.

**Users of the libraries and computer rooms/areas are requested to behave courteously and with respect to other users and staff at all times when using the facilities. Disturbance of other users and staff will be treated seriously.**

Users should:

a) Refrain from violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language.

b) Treat all property with respect:
   - Any theft, or attempted theft, of University property or other user’s property will be treated seriously;
   - Writing or scoring in, or otherwise causing damage to, any book, periodical or other item is strictly forbidden. Anyone damaging material in this or any other way may be required to replace the damaged item with a new copy;
   - Tampering with or otherwise causing damage to any computer or other equipment is strictly forbidden. Anyone damaging equipment in this or any other way may be required to replace the damaged item.

c) Refrain from smoking. The University has a no smoking policy which should be observed at all times.

d) Refrain from drinking alcohol.

e) Vacate the premises at closing times and when asked to by a member of University staff.

f) Show their University Card or Library Card to any member of University staff or their representative on request.

g) Observe noise restrictions in designated areas, especially in the silent study areas of the libraries. Noise should be kept to a minimum in all other areas. Any reader disturbed by a breach of this regulation should inform the staff as they may be able to help.

h) Refrain from reserving individual open access workspaces. Items left in a study space for a length of time may be removed by staff in order to free up space for other users.
i) Refrain from consuming hot food, except in refreshment areas. In some designated areas, no food or drink is allowed, except bottled water. These areas will be clearly signed at the entrance to the floor/area. In other areas, hot and cold drinks and cold food are allowed, but consumption should not cause a disturbance to other users.

j) Switch mobile phones to silent or vibrate mode, and keep conversations to a minimum to avoid disturbing other users. Mobile phones should never be used for conversations in silent study areas.

k) Borrow room keys from the lending desk or designated library service point and return them after use. Vacate rooms in a timely manner. Fines will be payable for late or non-return of keys.

l) Refrain from placing posters, signs, adverts or notices on any surface other than authorised notice boards.

Failure to comply with these responsibilities will be treated seriously and will result in action being taken in accordance with procedures stated in section 6 of this document, which may include disciplinary action.

In addition, users are expected to

m) Clear study spaces after use in order to leave them tidy for the next user.

n) Look after personal belongings that are brought into buildings. Laptop users are responsible for the safety and security of their equipment. The University does not accept responsibility for loss or damage to personal belongings.

Failure to comply with these responsibilities, whilst not resulting in direct action, will result in users not using the facilities and services effectively.

6. Infringement and Enforcement
a) The Chief Information Officer and Director of Libraries, Research and Learning Resources are responsible for maintaining order in libraries and computer rooms. In the case of disorderly or improper conduct, the Chief Information Officer, Director of Libraries, Research and Learning Resources, a designate, or any member of staff or other persons authorised for the purpose, may require the user(s) to withdraw from the building and may withhold the use of the facilities
and services. Other immediate sanctions may include library fines and administrative charges (up to a maximum of £150).

b) Infringement of these regulations may result in disciplinary action in accordance with the University disciplinary procedures and may result in the use of facilities and services being withheld, fines and administrative charges being incurred and/or direct contact with Academic Schools about the user’s behaviour.

c) With regard to students, the Chief Information Officer or Director of Libraries, Research and Learning Resources or designate are empowered to deal summarily with alleged breaches of these regulations. When an alleged breach of these regulations appears to call for a penalty greater than or different from those allowed summarily, the Chief Information Officer or Director of Libraries, Research and Learning Resources will refer the case to the University Assessor.

Students are also required to observe the Code of Discipline for Students, which can be found at: