

LIBRARY RULES

1. Introduction

1.1 The following Rules are intended to ensure that the Library meets the needs of its users and provides a pleasant, safe and comfortable study environment. All Library users are required to follow these Rules as they form part of the University's Rules and Conditions, which all students and registered users agree to on registration.

1.2 Library users who infringe these Rules may be prevented from gaining access to the Library or from borrowing material, and in some cases fines, or other penalties as agreed by the Director of Resources and Operations, may be imposed. If appropriate, the names of those users may be supplied to other libraries with which Brunel has reciprocal borrowing arrangements.

1.3 Failure to comply with relevant English law while using or accessing Library facilities and / or resources constitutes a disciplinary offence. Use of the Library and any computing facilities in the Library must conform to the requirements of 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.

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

1.5 In these Rules, 'Director of Library Services' means both the post holder and also those with delegated authority.

2. Access and membership

2.1 The primary function of the Library is to support the teaching, learning, research and administrative needs of Brunel staff and students. Other persons may use the Library as noted below but access to certain collections and services may be restricted.

2.2 In addition to Brunel staff and students, the following persons are eligible to use and borrow from the Library, under the terms and conditions imposed by the Library. These conditions which may include a registration fee and annual subscription do not normally include access to electronic resources.

- (i) Members of the University Court and Council
- (ii) Graduates of the University and retired Brunel staff
- (iii) Members of institutions with which the Library has a reciprocal access agreement (e.g. SCONUL) subject to the terms of those agreements
- (iv) Other persons or organisations whose membership has been approved by the Director of Library Services

2.3 Members of the local community and other visitors over the age of 19 are welcome to apply to use the Library for reference to consult print material that may be difficult to obtain elsewhere. However, the Library will not generally provide access to visitors below the age of 19 or those outside the University who are studying below first-degree level, unless special permission is granted by the Director of Library Services. All visitors are required to register with the Library and provide proof of identity (which must include a photograph and address) on request.

2.4 External users may be required to complete a registration form and provide suitable identity papers and documentation to support registration. The applicant will be expected to supply a current postal address, email address (if available) and telephone number. In providing such personal information the user will be consenting to it being held and processed by the University in accordance with the Data Protection Act 1998.

2.5 All Brunel staff and students using the Library must have a valid Brunel ID card and all other users must have a valid Library card, and these must be shown to Library or security staff on request.

2.6 Cards and passes are issued to individuals and are not transferable. Loan of an ID card to another person so that they can enter the Library is not permitted and may result in disciplinary action.

2.7 Lost or stolen cards / passes must be reported to the Library immediately and a charge may be made for a replacement.

2.8 Borrowers must inform the Library of any change of name or address and of any move to another University School or department.

2.9 Animals, apart from assistance dogs or similarly trained animals, are not allowed in the Library.

2.10 Opening hours are displayed on Library notice boards or signs and on the Library web pages.

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

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

3. Code of conduct for Library users

3.1 The following code of conduct, intended to ensure a pleasant and congenial study environment, has been drawn up at the request of students and in co-operation with the Union of Brunel Students.

3.2 Mobile phones.

The use of mobile phones within the Library can be a major cause of disturbance to other Library users. All phone tones must be turned off before entering the Library and conversations on mobile phones are only permitted on the ground floor or in group study areas. Texting is permitted as long as it does not disturb other Library users.

3.3 Other equipment.

The use of all personal sound producing electronic devices such as MP3 players, iPods, radios, laptop computers and similar portable electronic devices is subject to their use not disturbing other Library 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.

3.4 Eating & drinking.

Food and drink can permanently damage books and equipment, and can create smells which disturb other Library users. The only foodstuffs permitted to be eaten in the Library are wrapped sweets. Only drinks which are in screw-top or lidded containers are permitted. Soft drinks in cans are not permitted anywhere in the Library.

3.5 Noise.

The Library is divided into separate zones for studying, to allow for both group work and silent study and to help users to study in the way that suits them.

“Group study areas”. These areas allow users to work in groups on the ground floor or in the group study rooms. There are also group study areas in the new part of the Library, between the green staircase and the blue zone.

“Quiet areas” (blue zones) - All floors. Here users may talk, but are asked to do so quietly to avoid disturbing other Library users.

“Silent areas” (top floor). The 3rd (top) floor is a silent floor where no talking or other noises are permitted. There are also silent study rooms on each floor – silence here is strictly enforced.

3.6 Antisocial behaviour.

Antisocial behaviour directed towards other users or Library staff will not be tolerated. This includes verbal or physical intimidation, use of abusive or discriminatory language or failure to follow reasonable instructions from Library staff. Cases of misconduct will be dealt with under the University’s disciplinary procedure.

3.7 Filming and photography.

The use of any camera equipment, for still or moving images, inside the Library is at the discretion of the Director of Library Services, in consideration of copyright, data protection, privacy and conservation issues. Permission must be requested in writing at least 24 hours in advance.

3.8 Promotions and marketing.

The distribution of any promotional materials including product samples within the Library is forbidden without the prior written permission of the Director of Library Services.

The displaying or distribution of notices, posters, leaflets and similar by anyone other than authorised Library staff is forbidden without the prior written permission of the Director of Library Services.

Users in breach of this code may be asked to leave the Library and/or other penalties including fines may be imposed.

4. Borrowing Library materials

4.1 Loan periods and quotas applicable to particular categories of material or borrower are determined by the Library in consultation with the Library Services User Group. These will be clearly displayed in Library guides and on the Library's web pages. Some categories of material (e.g. periodicals, law reports and theses) may only be consulted in the Library. Only Brunel staff and students are entitled to borrow material held in the Short Loan Collection.

4.2 A valid University ID card (or other Library membership card) must be presented in order to borrow items. Users are responsible for everything issued on their card and should not lend cards or items borrowed on them to other people. As all items are the responsibility of the user, lost or stolen cards must be reported to the Help Desk immediately in order that the card can be cancelled.

4.3 Users are responsible for returning borrowed items to the Library by the due date and time. Items may be renewed if not reserved by another user and detailed instructions for doing this are available on the catalogue and on Library web pages. Items are subject to recall if required by other users and the original due date may be shortened. Fines are charged for late return or late renewal or if the item is not returned by the new due date in response to a recall notice. Any item not returned in response to a final overdue notice is regarded as having been lost by the borrower who will be invoiced to cover the costs of replacement. Borrowers are responsible for any loss or damage to items they have on loan. Courtesy reminders and other notices will be sent to the borrower's registered University email address. Users are responsible for checking the contents of this email address on a regular basis. The Library cannot be held responsible for emails that are not received or not acted upon.

4.4 Borrowers are responsible for items returned by post until the Library receives them.

4.5 Library materials must not be removed from the Library unless properly issued. Users who activate the Library security system will be recalled to the Help Desk and their articles may be inspected. Unauthorised removal of items from the Library will be considered to be theft and will result in disciplinary action.

4.6 Borrowers may obtain material from other libraries through the Inter Library Loan Service. A charge is made for this service to cover the direct costs incurred by the Library. Borrowers are responsible for any items borrowed from other libraries and are required to abide by any specific conditions imposed on the use of these items or charges for late or non-return of items where applicable. Lost items are subject to a replacement fee charged by the British Library.

5. Use of Library services and materials

5.1 Library users must observe the Brunel Acceptable Computer Use Policy <http://www.brunel.ac.uk/doc/1291/bacup091.pdf> when using computers in the Library. When using electronic resources, users are obliged to follow the CHEST Code of Conduct for Use of Software and Datasets or other licence conditions associated with specific electronic resources, <http://www.eduserv.org.uk/licence-negotiation/general/conduct>. In particular it should be noted that usernames and passwords for electronic resources must not be disclosed to other users and any misuse of usernames and passwords will lead to a withdrawal of privileges. Excessive downloads from any database subscribed to by the Library will be treated as suspicious and dealt with extremely seriously. Network access will be withdrawn and the local Police Authority informed. Users may also be disciplined under the University's disciplinary procedures.

5.2 Users are not permitted to disconnect any Library computers from the network, or to connect their own computer to the network, other than through a wireless connection.

5.3 Library staff reserve the right to log users out if they leave computers unattended for more than 15 minutes to ensure that other users are not prevented from accessing valuable resources.

5.4 Library materials must not be marked, defaced or damaged in any way. Users are held responsible for the proper use of materials and equipment and must pay for loss or damage to them. Wilful damage or deliberate mutilation will result in disciplinary action.

5.5 Group study rooms are provided for collaborative work by students. Users are requested to return group study room keys by the allotted time to avoid inconveniencing subsequent users; fines are applied if keys are returned late. Any defects in the rooms are the responsibility of the user who has booked the room and must be reported immediately.

5.6 Users may bring their own personal belongings into the Library at their own risk. The Library endeavours to provide a safe and secure environment but no responsibility is accepted for the security of personal property.

5.7 Users should familiarise themselves with the fire exits and must follow health and safety procedures laid down by the University. In particular, users must leave the building on hearing the fire alarm and proceed to the appropriate assembly point.

5.8 Users must adhere to current copyright legislation and the copyright licences held by the University.

6. Lending quotas, charges and fines

6.1 The following lending quotas, charges and fines have been agreed with the University. They will be reviewed at regular intervals and may be changed after consultation with the Library Services User Group.

6.2 The maximum number of items that may be borrowed at one time from the Library collections is as follows:

Brunel staff	35 items
Brunel postgraduate research students	20 items
Brunel postgraduate taught course students	15 items
Brunel undergraduates	15 items
External borrowers	6 long loans only

6.3 Long loans are issued for a period of eight weeks, although this loan period will be reduced if the item is recalled by another user. More heavily used books are issued for periods of two weeks or one week or kept in the Short Loan Collection.

6.4 The following charges apply to external users requiring a long term (1 year) pass to be issued:

External borrowers	£25 Registration; £60 annual subscription
External reference	£15 annual subscription
Brunel graduates	£15 annual subscription
Retired Brunel staff	No charge

6.5 The following charges apply for day passes to be issued:

Brunel students (not holding an ID card on entry)	£2
Non-Brunel students	£10

Applicants for long term passes and visitors under the SCONUL and Inspire Schemes will be refunded on return of pass.

6.6 Special rates for organisations may be negotiated with the Director of Library Services.

6.7 Fines on overdue items are as follows

Long loans	20p per day
Two week loans	30p per day
One week loans	50p per day
3 Day loans	£1 per day
Short loan collection	£1 per hour or part of an hour
Videos & DVDs on overnight loan	£3 per day
Late return of recalled item	50p per day
Late return of group study room keys	£2

6.8 **Replacement charges.** The following charges will apply for lost items:

University ID Cards	£10
DVDs	£25
Books	£40
Group study room keys	Replacement cost

For information on Library opening hours, resources and services please consult the Library's web pages <http://www.brunel.ac.uk/Library/> or seek help from our enquiries staff. Feedback on the Library service is welcome and feedback forms are available on our web pages and in the Library.

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Brunel
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WEST LONDON