



LIBRARY RULES

1. Introduction

1.1 The following Rules are intended to ensure that the Library meets the needs of its users (students, staff and external visitors) and provides a 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. Use of the Library implies acceptance of these Rules.

1.2 Library users who infringe these Rules may be prevented from gaining access to the Library or from borrowing material. In some cases fines, or other penalties as outlined in the Student Disciplinary Policy <http://www.brunel.ac.uk/about/documents/pdf/Student-Disciplinary-Procedure-effective-September-2017.pdf> may be imposed. If appropriate, the names of those users may also be supplied to other libraries with which Brunel has reciprocal borrowing arrangements.

1.3 Any individual who has been subject to fines, charges or Library disciplinary action has the right to appeal to the Head of Customer Services.

1.4 Failure to comply with relevant law of the land 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 with the requirements of current legislation and the University's policies on Acceptable Use.

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

Interpretation

- 'Library' refers to the University Library, and associated services housed within it
- 'Head of Customer Services' means both the post holder and also those with delegated authority
- 'Library Material' means the University's books and journals, both physical and electronic, CD's, DVD's and other learning resources

- 'The University' means Brunel University London.
- 'User' or 'Users' means any person, firm, company or organisation permitted to use the Library facilities
- 'ID Card' means the card issued by Brunel University London, or the Library, which provides access to the Library.

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 subscriptions, do not normally include access to electronic resources.

- (i) Members of the University Court and Council
- (ii) Alumni 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 Head of Customer 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. 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 Head of Customer Services. All visitors are required to register with the Library and provide proof of identity (which must include a photograph and address) on request. Visitor day passes are available.

2.4 In line with University Health & Safety Policies, students or staff wishing to bring children under the age of 16 into the Library must obtain consent on each occasion from the senior member of staff on duty at the Help Desk. Consent will only be given when the child is accompanied by a responsible adult who requires access to the Library, and may be revoked immediately if other Library users are disturbed or inconvenienced. See the University Policy on Children on Campus for further details.

https://intra.brunel.ac.uk/safety/Documents/SC_1148_children%20on%20campus.pdf#search=children%20on%20campus

2.5 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 and the Data Protection Act, 2018 and the General Data Protection Regulations (GDPR) 2018.

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

request. Failure to present a card on request may result in disciplinary action and/or removal from the Library.

2.7 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 against both parties

2.8 Lost or stolen cards must be reported to the Library immediately; In the case of visitor cards a replacement charge of £10 will apply. Items borrowed using a card which has been lost or stolen and not reported to us will be considered the responsibility of the account holder.

2.9 Borrowers (Brunel staff and External users) must inform the Library of any change of name or address and in the case of staff, of any move to another University department. Brunel students must update their details in eVision.

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

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

2.12 The Head of Customer Services and/or designated duty manager reserves the right to refuse entry to anyone deemed unfit by demeanour or conduct.

2.13 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 suitable study environment, has been drawn up at the request of students and in co-operation with the Union of Brunel Students (UBS).

3.2 *Mobile phones.*

The use of mobile phones within the Library can be a major cause of disturbance to other Library users. Users must comply with the zoning of the area (see 3.5) and work accordingly. All phone tones must be turned off before entering the Library. 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 cease using them altogether if they generate sounds audible to other users.

3.4 *Food & Drink.*

Food and drink can permanently damage books and equipment, and creates noise and smells which disturb other Library users.

Hot food is not permitted anywhere in the Library, and entry will be refused on this basis. Pungent smelling food and drink and/or food that is not permitted may be confiscated by staff. Drinks which are in screw-top or lidded containers are permitted.

In order to maintain a safe environment conducive to study for everyone, alcohol is not permitted anywhere in the Library (Senate Regulation 6).

3.5 Noise.

All users are required to conduct themselves quietly throughout the Library and conversation between users must be kept at a reasonable level.

The Library provides a range of spaces for the purpose of studying and is zoned to allow for different modes of study. This zoning can change at busy times of the year, and users should check the signage in study areas to confirm the designation, which will be one of the following types:

“Social Study”: These areas allow users to work in groups - suitable for collaborative projects. When using these areas please be aware of the needs of others, and keep noise levels at a level appropriate to a Library environment.

“Quiet Study”: Here users may talk, but are asked to do so quietly to avoid disturbing other Library users.

“Silent Study”: In these areas no talking or other noises are permitted. Silence here is strictly enforced and anyone making noise of any type will be asked to move to another area or to leave the Library.

Anyone considered to be making excessive noise, regardless of the zoning designation, may be asked to leave the Library.

3.6 Antisocial behaviour.

Antisocial behaviour of any kind 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 Head of Customer Services, following the consideration of copyright, data protection, privacy and conservation issues. Permission must be requested in writing at least 24 hours in advance by completing the permission form.

<http://www.brunel.ac.uk/life/library/documents/pdf/filminginthelibrary.pdf>

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 Head of Customer Services.

3.9 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 Head of Customer Services.

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 Union of Brunel Students. 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.

4.2 A valid Brunel 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 will automatically renew 6 times if they have not been requested by another user. After this period you will need to physically bring the book back to the Library. If the item cannot be renewed you will receive notification to your Brunel email address.

Items are subject to recall if required by other users and in such cases 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.

See <http://www.brunel.ac.uk/life/library/UsingYourLibrary/Borrowing-and-reserving-items>

4.4 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.

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

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

4.7 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. Replacement costs vary depending on the rarity of the item – see <https://www.bl.uk/britishlibrary/~media/bl/global/services/on%20demand/documents/price%20lists/uk%20business%20account%20price%20list%202018-19.pdf>

5. Use of Library services and materials

5.1 Library users must observe the Brunel Acceptable Computer Use Policy <http://www.brunel.ac.uk/life/documents/pdf/Brunels-acceptable-computer-use-policy.pdf#search=Acceptable%20Use> when using computers in the Library.

When using electronic resources, users are obliged to follow the relevant licence agreements. See CHEST User Acknowledgement of Third Party Rights' <https://www.chest.ac.uk/codeofconduct.aspx>

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. 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 We reserve the right to log users out if they leave computers unattended for more than 20 minutes to ensure that other users are not inconvenienced / prevented from carrying out valid University activities. Software has been installed on workspace PCs which will log-off users automatically after 20 minutes of inactivity. To prevent loss of work, users should always save work to the H drive.

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. Any defects in the rooms must be reported immediately. Anyone found misusing these facilities may be blocked from making further bookings.

5.6 The Library is not responsible for loss of, or damage to, the personal belongings of its users and visitors. Users must take reasonable precautions against theft of their belongings, and must not leave belongings unattended. Study spaces and PCs may not be reserved by depositing personal belongings or Library materials. Unattended personal property left in study areas may be moved by Library staff in order to make study spaces available and maintain a safe environment.

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 are reviewed at regular intervals and may be changed after consultation with the Union of Brunel Students.

6.2 The maximum number of items, including a laptop and AV materials, 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 Fines on overdue items are regularly reviewed and agreed with the Union of Brunel Students and other stakeholders. Details of fines and other charges can be found on the Library web pages.

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	£25 annual subscription
Brunel alumni	£20 annual subscription
Retired Brunel staff	No charge

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

Non-Brunel students	£10
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6.6 Special membership rates for organisations may be negotiated with the Head of Customer Services.

6.7 Items which are reported to be lost or are assumed to be lost will be charged to the borrower at the actual cost of replacement from our approved supplier.

7. Communications and social media

7.1 Courtesy reminders and other Library notices will be sent to the user's registered University email address and as an SMS message if a mobile number has been provided. Users are responsible for checking the contents of this email address and supplied mobile phone number on a regular basis. The Library cannot be held responsible for emails and texts that are not received or not acted upon.

7.2 Social Media Disclaimer

The Library is not responsible or liable for the content of postings by third parties on any Library sponsored social media site, and such postings do not reflect the opinions of the Library or the University.

7.3 Social Media Ownership

By posting on the Library's social media sites, you give the Library permission to use your name, profile picture, and the content of any posting you make without compensation to you or liability on the part of the Library. This permission ends when you delete your posting.

7.4 Posting Policy

The purpose of the Library's social media sites is to inform Library users about our services, events, and materials, and to encourage dialogue and the exchange of information and feedback between users and Library staff. Accordingly, any postings inconsistent with this purpose, as determined by the Library in its sole discretion, may be removed. Examples of postings not permitted include, but are not limited to:

- Advertisements;
- Spam;
- Postings which contain obscene matter;
- Disparaging, harassing, abusive, profane or offensive postings;
- Postings that are hateful, threatening, pornographic, that contain graphic or gratuitous violence;
- Potentially libellous or defamatory postings,
- Postings which contain privileged, proprietary, or confidential information about any person, business or entity;
- Postings which discriminate on the basis of race, age, disability, gender, religion or sexual orientation, or may in any other way be construed as breaching University policies on Equality and Diversity.

Information on Library opening hours, resources and services are available on the Library's web pages <https://www.brunel.ac.uk/life/library>. Assistance is available from the Library's enquiries staff. Feedback on the Library service is welcome and feedback forms are available on the Library web pages and in the Library.

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Information Strategy

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