



University of Sunderland London Library

Regulations, Policies, and Procedures



Introduction

These regulations have been agreed to safeguard the interests of all our customers and they assist in ensuring the overall quality of the services we provide. Through them, we aim to make our collections, information, and services as freely and fairly available to all customers as possible, and to provide a pleasant environment conducive for studying and learning.

1. General

For the purpose of these Regulations, the term “material” refers to all library materials. It includes books, journals, newspapers, CDs, DVDs, dissertations, and any other media used for the communication of information.

2. Membership

Membership of the Library is open to all staff and students of the University of Sunderland in London.

Members of the University of Sunderland in London are entitled to full borrowing rights. Details of borrowing rights are available from the Library and its website.

Borrowing and reference facilities are available to members of designated institutions with whom the University has a formal contract or agreement as part of reciprocal access schemes.

Reference, and, in some cases, limited borrowing facilities may be made available to individuals or institutions outside the University. Guests may be eligible for guest access to limited IT services at the discretion of University of Sunderland in London Library.

Registered users of the Library must ensure that their personal information is kept up to date. Priority of access to the Library will be given to members of the University of Sunderland in London.

3. The campus/library card

Members of the University of Sunderland are automatically given access to the Library on receipt of a University of Sunderland Campus card. Other readers must show proof of identity when joining the Library. For example, for a visiting SCONUL student, this would be a letter from their Faculty or Service and their institutional ID card.

The campus/library card is not transferable to another person. The registered user is responsible for all items issued to their campus/library card and for the cost of replacing them if not returned.

Lost or stolen campus/library cards should be reported immediately, and a charge will be made for their replacement. Members will be charged for the replacement of unrecovered items borrowed by others, as a result of a campus/library card being lost.

Members should present their campus/library card every time they wish to borrow or renew material.

4. Borrowing library materials

Users may consult "reference only" materials in the Library but they cannot borrow them. Materials assigned to this category include some core text, journals, and dissertations.

Books and other materials for loan will be issued for defined loan periods. Details of loan periods are available from the Library and its website. The occasional variation of these loan periods is at the discretion of the Librarian.

Users are responsible for returning items to the Library on or before the last date on the book issue label/ the self-issue receipt/within the My Account area of the Library Catalogue. Fines are charged to all users, including members of staff, for the late return of all items.

Pre-overdue/overdue notices are sent by University Library Services as a courtesy. Fines will be charged for items that are returned late irrespective of receipt of these notifications.

Users must retain receipts from self-return machines as proof of return.

Items may be returned by post (at the user's expense) but they remain the user's responsibility until received within the Library.

Materials may be renewed up to three times if they have not been reserved by another user.

DVDs are to be used for educational purposes only. They may not be shown to a fee-paying audience and no unauthorised copies may be made. Audio-visual

material recorded off-air are only available for viewing by staff and students of the University.

Any library user who activates the security system is liable to be checked and anything they are carrying inspected. Any attempt to remove items which have not been issued may result in implementation of the University's disciplinary procedures.

5. Damage, loss, and non-return of library materials and the non-payment of fines

The schedule of current fines and charges is available on London Library web site.

Replacement costs for lost/damaged items will include any outstanding fines.

University Library Services may vary such rates after publishing the intention to do so at least one month in advance.

Damage, loss, or non-return of library materials will be charged to the user at the current replacement cost. Wilful damage may result in implementation of the University's disciplinary procedures.

Failure to return materials, and the possession of a library debt, will result in the suspension of borrowing facilities. If the debt remains unsettled or the materials unreturned, the account may be passed to the University to initiate debt collection procedures.

If at the end of an academic session outstanding library debts are not settled and materials are not returned, students may find themselves in breach of the University regulations.

All library users must return every loaned item and clear all outstanding library debts before leaving the University. Students who leave the University with library materials on loan or other library debts outstanding could be liable to have their results or award certification withheld, and will not be eligible to attend a University academic awards ceremony.

Materials must not be defaced or marked in any way.

6. Conduct in the Library

All users must produce proof of their identity when requested to do so by a member of the Library staff.

For safety reasons and with due regard to the needs of other library users, no children/ minors are allowed in the Library.

No animals, other than guide dogs, are allowed in the Library.

Users must respect the intended purpose of the Library's various study environments/zones. We expect users to respect the Library environment, for example, by using the litter bins /recycling facilities provided.

Mobile phones must not be used in the Library.

Food or drinks (apart from bottled drinks) must not be consumed in the Library.

Users who do not comply with the Regulations and who cause a disturbance to other customers may be asked to leave the Library. They may not be readmitted until the incident has been discussed with the Librarian and an undertaking has been given as to their future conduct. This also applies to anyone who might accompany such a user.

You can expect staff within the Library to treat you with courtesy, respect and consideration. We expect our users to do the same and behave in accordance with current University policies on dignity, respect and harassment at work.

Users must not leave their personal belongings unattended in the Library since we cannot be held responsible for their safekeeping.

Users wishing to make use of the mains electrical supply in the Library to power their own equipment or of other connections, do so at their own risk. They must ensure that the equipment meets with current safety standards and the required University Health and Safety Standards (further information can be obtained from the London Campus Head of Operations). The University will not be responsible for any damage caused to their equipment, programs etc. as a result of any loss of supply or other defect in the University's electrical supply or connections.

7. Compliance with legislation regarding copyright, data protection, and publisher licences

It is a requirement of registration that users agree to abide by University Library Services Regulations and therefore, by University IT Regulations and the terms of relevant UK legislation.

University registration requires details of name, address, Faculty and other information which may be necessary for the secure and effective operation of the Service. This registration permits the use of this information in the Library's computer systems on the understanding that this information will be held securely, divulged only as permitted under the current data protection legislation, and used only for the purposes registered and approved under the provisions of the current Act. It permits the sharing of this information with other Faculties and Services within the University for recording purposes.

All users are required to adhere to all terms and conditions of the licence agreements relating to IT facilities and information resources. Usernames and passwords must be used only by the individuals to whom they were allocated and must be kept secure.

All users are required to stay within the terms of current copyright legislation which makes deliberate infringements, such as unauthorised copying, a criminal offence. The copyright notices next to the photocopiers give guidance and shall be observed by all users of library materials and equipment, whether in the libraries or elsewhere.

8. Disciplinary action

The use of the services and facilities provided by the Library is conditional upon the user observing the Regulations. Failure to comply with the Regulations may result in the withdrawal of rights to use the Library. Serious cases of infringement may result in the implementation of the University disciplinary procedures.

Where a breach of UK law is suspected, the infringement may be reported to the police. Pending such action, the Head of Services for Students may withdraw all rights to use the Library without prejudice.

Any student dissatisfied with a decision made as a result of the implementation of the University disciplinary procedures has a right to appeal. Guidelines for appeal are available from the University.

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