

Library & Information Services Library Regulations

1. SCOPE

This document sets out the conditions for use of Teesside University Library, its facilities, services and stock. By enrolling on a programme of study as a Student or commencing employment as a member of Staff, you are deemed to have accepted the conditions of use set out in these Regulations. It includes all library services and resources accessed through University facilities. The use of services and resources under these regulations is limited to the user's period of membership or employment by the University. The aim of these regulations is to protect the interests of the Teesside University and its users.

NB: Details of opening hours, services, and procedures for resolution of complaints relating to the Library, are specified on L&IS webpages and are not listed in these Regulations.

2. DEFINITION

The terms listed below have, within these Regulations, the meanings given for each.

- 2.1 **The Library**
The area covered by these regulations includes the whole Library building including foyers and fire escapes, etc.
- 2.2 **Library & Information Services (L&IS)**
The University Department responsible for the Library and its facilities, services and stock.
- 2.3 **Director**
The Director of Library & Information Services (L&IS). The Vice-Chancellor establishes the post's duties.
- 2.4 **Designated authority**
The Director, or any member of L&IS staff to whom has been delegated authority to apply or to enforce these Regulations.
- 2.5 **Staff**
- (a) Staff, whether academic, administrative, technical, associate or other, currently employed by the Teesside University and the Teesside University Students' Union (TUSU) on a full-time or part-time basis.
 - (b) Externally funded persons who are working with the University on a full time basis.
- 2.6 **Associate Staff**
There are three categories of associate membership depending upon the status of the applicant. These categories of associate membership are as follows:
- Category A – provided with full access to L&IS services
 - Category B – provided with intermediate access to L&IS services
 - Category C – provided with limited access to L&IS services

Further information on membership categories is available at <http://lis.tees.ac.uk/otherstaff/default.cfm>

- 2.7 Student
An individual currently registered as either a student with Teesside University or as an individual authorised to undertake study of any kind provided by, at, or under the auspices of, Teesside University.
- 2.8 Member
See 3.1 Below
- 2.9 User
Any member of the Library or other person using the Library, its facilities, services or stock. User data comes within the terms of the Data Protection Act 1998 and 2003.
- 2.10 Borrower
Any member of the Library who is registered to borrow items from the Library, either by virtue of category of Library membership (e.g. staff, student) or by authorisation of the Director.
- 2.11 Item
Any item of Library stock, material or equipment including but not limited to, books, journals, pamphlets, computers, laptops, mobile devices, and media, which may be consulted, borrowed or used.
- 2.12 Equipment
Any equipment that is the property of Teesside University and normally located in the Library, including equipment that may be loaned to Borrowers.
- 2.13 Loss
The loss of any item that has been borrowed by a Borrower. The Item shall be deemed lost if the Borrower has not returned it within a specific time of its due return date. The designated authority will determine the specified time.
- 2.14 Damage
Any deliberate or accidental damage to any Library facility, service, stock, equipment or other property.
- 2.15 Book security system
The security panels located at the entrance/exit doors in the Library Foyer.
- 2.16 TUSC
The Teesside University Smart Card.
- 2.17 PIN
Personal Identification Number.
- 2.18 Library Suspension
Suspended users may not access the Library or equipment, facilities and services associated with the Library.

3. MEMBERSHIP

- 3.1 Membership of Teesside University's Library is open to the following categories.
- (i) Members of the Governing Body of Teesside University.
 - (ii) University Staff of Teesside University including Associate Staff (categories A, B & C).
 - (iii) Registered students of Teesside University.
 - (iv) Retired staff who were permanent members of staff at the time of retirement from Teesside University (external membership only).
 - (v) Staff/student of other institutions as specified by reciprocal agreements.

[Members of the public may use the Library for reference purposes, without requiring membership of the Library, subject to the discretion of the Director to prioritise access to the Library. In this case no TUSC is issued.]

Conditions of membership depend on the category to which the user is allocated. These are specified in L&IS webpages. For some categories a fee may be charged.

- 3.2 The act of registering as a student or signing a contract of employment with the University constitutes an undertaking to accept all L&IS Regulations. All other members undertake to accept all L&IS Regulations by signing a membership application form.
- 3.3 All members of the library will receive a TUSC. This is required for the issue of all loanable items. It is the responsibility of the user and is not transferable. Loss of TUSC or change of address must be reported immediately. The user must meet the cost of replacing the TUSC, as determined by the Vice Chancellor on the advice of the University's Charges Sub-Committee. When membership expires the TUSC must be surrendered.
- 3.4 Any PIN issued to a user is confidential.

4. HOURS OF OPENING

The Library is open at such times as are prescribed by the Director. The hours of opening are displayed at the entrance to the Library and on the L&IS webpages. Opening hours are subject to change depending on staffing levels. Except in an emergency, due notice will be given of changes in the hours of opening and closure on Bank Holidays, University Holidays, and other prescribed occasions.

5. USE OF UNIVERSITY RESOURCES

University resources are authorised for the user's own individual academic use; they must not be given or loaned to anyone else. The use of resources must be restricted to projects concerned only with the user's own studies, research and teaching and other University purposes, for which no remuneration other than from funds administered by the University is received by the user whether directly or indirectly.

6. BORROWING REGULATIONS

This section relates only to members who are registered as “Borrowers”.

- 6.1 All items are loaned at the discretion of the Director. The lending of certain categories of items is not permitted, as specified in L&IS factsheets.
- 6.2 A valid TUSC must be produced before any item will be issued or PIN used if renewed via the web.
- 6.3 Any item, other than equipment, may be returned by post, but the borrowed item remains the responsibility of the recorded borrower until it arrives in the Library and is discharged from the borrower’s account.
- 6.4 All loaned items are the responsibility of the borrower who must keep them in good condition and from whom they are not transferable.
- 6.5 All borrowers must comply with the conditions of borrowing as outlined in this document and in L&IS webpages.
- 6.6 All borrowers must return all items by dates and times specified. Reminder notices are a courtesy, not entitlement.
- 6.7 The late return/renewal of an item will incur charges for each item.
- 6.8 All Library items issued to the borrower which are lost, damaged or stolen must be paid for at the standard charge rate published in the Library webpages. The standard charge rate will be determined by the Director and reviewed annually.

All Library equipment, including laptops, issued to the borrower which are lost, damaged or stolen must be paid for at a rate sufficient to cover repair of the same or, if a repair is not viable, the purchase of a replacement. The precise amount to be charged in each case will be determined by the Director.

- 6.9 In accordance with paragraph 6.8, the Director shall publish a list of fines rates and charges payable for each item covering costs for late return and lost/damaged items. This list will also detail the costs associated with repairing or replacing lost, damaged or stolen equipment. This will be published on the L&IS Website.
- 6.10 The Director, in exceptional circumstances, reserves the right to recall any item that is on loan, prior to the due date.

7. LIBRARY COMPUTING FACILITIES

- 7.1 External or temporary membership (i.e. membership categories iv and v) and Associate Staff category C as specified in section 3.1) does not include access to IT workstations due to the restrictions of contractual agreements.
- 7.2 University IT Accounts are not transferable and the account holder is fully responsible for their use. See ITaCS Network Password Policy on the University website.

- 7.3 IT Workstations and Internet access must be used solely for academic purposes.
- 7.4 Games must not be played on the IT Workstations, unless authorised in writing by the Director.
- 7.5 Members must not install/run their own software on the IT Workstations in the Library. See ITaCS Network Connection Policy on the University website.
- 7.6 Members must not access prohibited internet sites containing pornographic material or material contrary to the University's Equal Opportunity Policy.
- 7.7 Use of all IT equipment and software throughout the Library (and penalties for any misconduct or damage) is subject to current University-wide regulations.
- 7.8 Personal computers (including laptops and other mobile technologies) connected to the University's wireless network are subject to regulations outlined in the Network Connection Policy.

8. ENVIRONMENT AND AMENITIES

- 8.1 Library Users must behave in an orderly and responsible manner, which takes account of the needs of other Users.
- 8.2 In the interests of maintaining a good working environment within the Library, users must not: consume alcohol, smoke, cause undue noise, reserve seats or engage in any other conduct harmful to the operation of the Library.

Drinks should be non-alcoholic and in containers that minimise spillage e.g. screw top bottles, cups with covers.

All Library Users must comply with the Food and Drink policy – see L&IS Policy Statements.

- 8.3 Mobile technologies or any other personal equipment that might annoy or distract other users should be used only in designated areas of the Library and with consideration for other users. All mobile phones must be switched to silent/non-audible on entering Floor 3 of the Library (Silent Zone) and in other areas designated for silent study. Mobile technologies must not be used to make or receive calls or used in any other way that might annoy or distract other users.

All Library Users must comply with the Mobile Phone policy - see L&IS Policy Statements on the Library webpages.

- 8.4 Users must be silent in the designated areas for silent study.
- 8.5 Users must not inflict any deliberate or accidental damage to any Library facility, service, stock, or other property.
- 8.6 Users must not bring animals into the Library except for guide/support dogs.

9. SECURITY

- 9.1 Users must comply with any request made to them by L&IS staff or University Security staff in connection with the enforcement of these Regulations.
- 9.2 Users must show a valid TUSC (if a Teesside University student or staff member) or some other form of identification (if visiting) when requested by L&IS staff or University Security staff at any time. Anyone without adequate identification, or unwilling to show identification, may be asked to leave the Library immediately.
- 9.3 Users are responsible for any items in their possession, whether in the Library or on loan.
- 9.4 Coats, cases and bags may be brought into the Library, on condition that their contents are liable to inspection by L&IS staff or University Security Staff, if so required.
- 9.5 L&IS staff may remove any items left for more than 30 minutes at an unoccupied table.
- 9.6 Users must ensure that their property is not left unattended. The University accepts no responsibility for users' property left in the Library.
- 9.7 The Library Management reserves the right to restrict or change the use of certain areas of the Library. Users must not enter the designated administrative areas of the Library, without permission from a member of L&IS staff or University Security staff.
- 9.8 Users must comply with the requirements of the Copyright, Designs and Patents Act 1988, including any subsequent amendments, and any relevant licenses when using items or the L&IS electronic services.
- 9.9 Users must respect agreed times for access to the Library and they must comply with requests from L&IS staff to leave the Library, or any part of it, if requested to do so by a member of L&IS staff or University Security staff.
- 9.10 The Library has electronic security systems to prevent the unauthorised removal of L&IS items and all users must comply with the requests of University Staff. Unauthorised removal will lead to disciplinary procedures.

10. CONDUCT AND PENALTIES

- 10.1 All Users must obey instructions given by the members of Library staff on duty who are deemed to be acting with the authority of the Director.
- 10.2 It is an offence for anyone to behave in a manner likely to affect other users adversely (e.g. by disorderly behaviour, by making unnecessary noise, by writing in books, or by persistently failing to return items or equipment on time).

- 10.3 Instances of misconduct will result in the application of University disciplinary procedures in accordance with the University Code of Student Discipline established by the Board of Governors.
- 10.4 The Vice-Chancellor determines the level of penalties and charges, after taking advice from the Academic Board.
- 10.5 Charges will be imposed for the non-return and late return/renewal of L&IS items. This applies to all members of the Library. These are fully detailed in L&IS webpages.
- 11.6 Any persons whose conduct, in the opinion of the Director or the senior member of L&IS staff present, is interfering with the proper use of L&IS facilities may be suspended from access to the Library and its services. They will be given a written statement of the procedures and further details.
- 10.7 In all cases of Library suspension the Director of L&IS, (copied where appropriate to School Deans) and the University Secretary will be informed in writing of the suspension from the Library, and the reason.

11. COPYRIGHT

- 11.1 Users must observe the law of copyright and the terms of any licences for material they use. Information about copyright and about the University's licence agreements with the Copyright Licensing Agency and other organisations covering print, audio visual and electronic materials, is available upon request from the Director. By registering to use the Library, users agree to abide by copyright legislation:
- 11.2 Users must ensure that all the requirements and conditions of the agreements, contracts and licences under which the resources they are using are held or provided to the Library will be maintained. (Copies of the relevant agreements, contracts and licences may be seen by application to the Library.) This includes, but is not limited to the following conduct:
 - 11.2.1 Adhere to the regulations governing the use of any service involved in the provision of access to the resource whether these services are controlled by the Library or the University or by some other organisation.
 - 11.2.2 To not remove or alter the Copyright Statements on any copy of or output from the resource used.
 - 11.2.3 Ensure the security and confidentiality of any copy released to the User, and not make any further copies from it or knowingly permit others to do so, unless permitted to do so under the relevant licence.
 - 11.2.4 To use resources only for the purposes defined, and only on computer systems covered by the agreement, contract or licence.

11.2.5 To only incorporate the resource, or part thereof, in any work, program or article produced by the User, where this is permitted by the licence or by "Fair Dealing" (see section 29 of the Copyright Design and Patent Act 1988).

11.2.6 To not reverse engineer or de-compile the software products or attempt to do so unless this is explicitly permitted within the terms of the Agreement for the use of the resource.

11.2.3 Users acknowledge that Teesside University reserves the right to take legal action against individuals who cause it to be involved in legal proceedings as a result of violation of its licensing agreements.

COMMERCIAL EXPLOITATION

Please refer to the two policy documents below

Intellectual Property Policy (Students)

<http://www.tees.ac.uk/docs/DocRepo/Student%20regulations/Legal%20Regulations/Intellectual%20Property%20Policy%20-%20Students.pdf>

Intellectual Property Policy (Staff)

[Intellectual Property Policy - Staff.doc](#)

These regulations are endorsed by the Academic Board on 15 May 2002. Amendments were approved by Teesside University Legal Services on 14.10.14 and confirmed by the Academic Board on 10.12.14