

Library Regulations

Document Title: Library Regulations			
Version No.	4..1	Policy Owner	Director of Student & Library Services
Superseded version	4.0	Author Role Title	Deputy Director (Learning, Teaching, and Research)
Approval Date:	6 July 2022	Approved by	Academic Board
Effective Date:	July 2022	Review Date	January 2024



Student and Library Services Library Regulations

1. SCOPE

This document sets out the conditions for use of Teesside University Library, its facilities, services, stock and behaviour of its users. 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 S&LS 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 Middlesbrough Campus Library building including foyers and fire escapes.

2.2 Student & Library Services (S&LS)

The University Department responsible for the Library and its facilities, services and stock.

2.3 Director

The Director of Student & Library Services (S&LS).

2.4 Designated authority

The Director, or any member of S&LS 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 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
Staff who hold Associate membership of the University
- 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
As defined in paragraph 3.1.
- 2.9 User
Any member of the Library or other person using the Library, its facilities, services or stock.
- 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, , 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

A suspension of access to the Library and/or use of equipment, facilities and services associated with the Library.

3. MEMBERSHIP

3.1 Membership of Teesside University's Library is open to the following categories of individuals.

- (i) Members of the Governing Body of Teesside University.
- (ii) Staff of Teesside University including Associate members.
- (iii) Registered students of Teesside University.
- (iv) Alumni of Teesside University (external membership only). These members will be issued with a valid TUSC on request.
- (v) Retired staff who were permanent members of staff at the time of retirement from Teesside University (external membership only). These members will be issued with a valid TUSC on request.
- (vi) Staff and students of other institutions as specified by reciprocal agreements, the details of which are available on S&LS webpages.

Conditions of membership depend on the category to which the user is allocated. These are specified in S&LS 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 S&LS Regulations. All other members undertake to accept all S&LS Regulations by signing a membership application form.

3.3 Access to the Library is via controlled access gates. All members of the Library will receive a TUSC which is required for access to the Library building and 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 Fees Strategy Group. When membership expires the TUSC must be surrendered to S&LS.

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 S&LS webpages. Opening hours are subject to change depending on staffing levels and other exceptional circumstances. Except in an emergency, due notice will be given of changes in the hours of opening.

5. USE OF UNIVERSITY RESOURCES

University resources are authorised for the user's own individual academic use. Library Users must not give or loan such resources to anyone else (or in the case of electronic resources, allow access to such resources by anyone else). The use of resources must be restricted to projects concerned only with the user's own studies, research and teaching and other authorised 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 S&LS webpages.
- 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 these Regulations and on the S&LS webpages.
- 6.6 All borrowers must return all items by dates and times specified. Reminder notices are sent as a courtesy and are not an entitlement. The Library does not accept any liability for any failure to send reminders to borrowers.
- 6.7 The late return/renewal of an item will result in a penalty being charged for the loaned 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 S&LS webpages. The standard charge rate will be determined by the Director and reviewed annually.

In the case of Library Equipment, including mobile devices, issued to the borrower which are lost, damaged or stolen, this 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 S&LS 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 does not include access to IT workstations or network access due to the restrictions of contractual and license agreements.
- 7.2 University IT Accounts are not transferable and the account holder is fully responsible for its use. For full details on the use of IT and network, please see the [IT Policies](#) 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. For full details on the use of IT and network, please see the [IT Policies](#) 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 University's [IT Policies](#).

8. ENVIRONMENT AND AMENITIES

- 8.1 In accordance with the University's [Student Code of Conduct](#), Library Users must conduct themselves in an appropriate manner in their day-to-day activities. including in their behaviour towards other students and towards staff.

- 8.2 The Student Code of Conduct sets out the expectations the University has in respect of the behaviour of all of its students and, in the interests of maintaining a good working environment within the Library, users must not, for example: consume alcohol, smoke, cause undue noise, reserve seats or engage in any other conduct harmful to the operation of the Library, and undertake any other behavior which its staff deems to be inappropriate. Foods which carry a strong odour, or which is otherwise disruptive to other users should not be taken onto the upper floors of the Library building. All drinks in the Library must be non-alcoholic and in a covered container. Anyone deemed to be in breach of Library Regulations may be excluded from the Library building.
- 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 (including the landing area) 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 disrupt other users.
- 8.4 Users must be silent in the designated areas for silent study.
- 8.5 Anyone under the age of 18 (except Teesside University students) will not be permitted to use the Library. Children may accompany a registered user only for brief transactional actions.
- 8.6 Users must not inflict any deliberate damage to any Library facility, service, stock, or other property.
- 8.7 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 S&LS staff or 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 S&LS staff or Security staff at any time. Anyone without adequate identification, or unwilling to show identification, may be asked to leave the Library immediately.
- 9.3 During self-service hours entry to the Library is restricted to Teesside University students and staff only. All students and staff must show their TUSC to the S&LS or Security staff on duty to gain entry to the Library during self-service hours. All existing occupants of the Library building will be subject

to a card check and will be required to show their TUSC to remain in the building during self-service hours.

- 9.4 External members are only permitted to use the Library during full service hours only. Self-service hours are displayed on the S&LS webpages.
- 9.5 Users are responsible for any items in their possession, whether in the Library or on loan.
- 9.6 Coats, cases and bags may be brought into the Library, on condition that their contents are liable to inspection by S&LS staff or Security Staff, if so required.
- 9.7 S&LS or Security staff may remove any unattended items.
- 9.8 Users must ensure that their property is not left unattended. The University accepts no responsibility for users' property left in the Library.
- 9.9 The Student & Library Services 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 S&LS staff or Security staff.
- 9.10 Users must respect agreed times for access to the Library and they must comply with requests from S&LS or Security staff to leave the Library, or any part of it.
- 9.11 The Library has electronic security systems to prevent the unauthorised removal of items and all users must comply with the requests of S&LS or Security Staff. Unauthorised removal will lead to disciplinary procedures.

10. COPYRIGHT

- 10.1 Users must observe the law of copyright and the terms of any licences for material they use and comply with the requirements of the Copyright, Designs and Patents Act 1988, including any subsequent amendments and any relevant licences when using items or the Library electronic services.. 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:
- 10.2 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:

- 10.2.1 Users must 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.
- 10.2.2 Users must not remove or alter the Copyright Statements on any copy of or output from the resource used.
- 10.2.3 Users must 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.
- 10.2.4 Users must use resources only for the purposes defined, and only on computer systems covered by the agreement, contract or licence.
- 10.2.5 Users undertake 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).
- 10.2.6 Users agree 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.
- 10.2.7 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.

11. CONDUCT AND PENALTIES

- 11.1 All Users must abide by the University's [Student Code of Conduct](#). As such, all Users must obey instructions given by the members of S&LS staff on duty who are deemed to be acting with the authority of the Director.
- 11.2 It is an offence under the University's [Student Disciplinary Regulations](#) for anyone to behave in a manner likely to affect other students and staff adversely (e.g. by disorderly behaviour, by making unnecessary noise, by writing in books or defacing furniture, or by persistently failing to return books or equipment on time).
- 11.3 Charges will be imposed for the non-return and late return/renewal of Library items. This applies to all members of the Library. These are fully detailed in S&LS webpages.
- 11.4 Instances of misconduct will result in the application of University disciplinary procedures in accordance with the University Student Disciplinary

Regulations, which includes the University's Student Code of Conduct. Instances of misconduct will be recorded and held on file by the University for one academic year and shared with Schools.

- 11.5 In accordance with the University's Student Disciplinary Regulations, any student whose conduct is interfering with the proper use of S&LS facilities may be restricted from access to the Library and its services, including exclusion from the Library building. A precautionary restriction can be implemented for an initial period of four weeks, which can be renewed every four weeks thereafter whilst an investigation is undertaken into the student's conduct. The student will be informed, in writing, of the precautionary restriction, the reason for the decision, and the process to follow should they wish to appeal this decision. Where a student's behaviour is found to have breached the University's Code of Conduct the student may then receive a punitive penalty for their behaviour as outlined in the Student Disciplinary Regulations.
- 11.6 Any User who is not an enrolled student, who engages in any behaviour which the Director of S&LS or another senior member of S&LS staff deems to be inappropriate may be restricted from accessing the Library or any of its services and where appropriate, have an External Membership withdrawn.

12. ROLES AND RESPONSIBILITIES

- 12.1 The Vice-Chancellor determines the level of penalties and charges, after taking advice from the Academic Board.
- 12.2 The Director of Student & Library Services oversees all Library services, resources and facilities and authorises S&LS staff to enforce Library regulations.
- 12.3 S&LS and Security staff ensure that services are provided in accordance with the Library Regulations.
- 12.4 The Director of Student & Library Services or senior member of staff present may suspend any person who is deemed to be in breach of Library Regulations.