

## Annex 1 Regulations for using Library and Learning Services

1 The Directorate of Library and Learning Services (“the Library”) provides users with resources, services and facilities in support of learning, teaching and research. These regulations are designed to ensure that such provision is made as effectively and fairly as possible and that the integrity of the service is maintained.

1.1 The regulations apply to all users of the Library, including Students registered at DMU, Staff employed at DMU, and other external users and visitors.

### 2 Access and membership

2.1 All current DMU Students and all Staff working for the University are entitled to make use of the Library and borrow those materials which are available for loan, provided that they are not already in breach of these regulations.

2.2 Users who have been granted access to the Libraries or other institutions by virtue of their De Montfort University status must abide by the visited Library’s regulations. Any breach of these, or any other form of misconduct, will also be regarded as a breach of De Montfort University Library regulations.

2.3 To access the Kimberlin Library one of the following forms of identification are required:

Current DMU Staff / Student	External member of the Library service
Student University ID card Staff University ID card Temporary day pass	DMU external membership card alumni/former Staff/DMU Aspire Community Reader card Partner college over-18 card SCONUL access card

2.4 Admittance to all other Library and learning spaces (Eric Wood Learning Zone, the Greenhouse and the Law Library) requires, at all times, a valid DMU Staff or Student ID card. External users are not permitted access.

2.5 Library users can only use their own identity card for access and the use of services and facilities. The transfer of University ID cards or temporary day passes to another person is not permitted and will be in breach of Chapter 2 of these regulations. This may result in disciplinary procedures being invoked.

2.6 Valid identification should be carried at all times and be produced and surrendered to a member of DMU Staff upon request. Failure to do so is a breach of the Disciplinary Code, Chapter 2 of these regulations.

- 2.7 In line with University policy, children under the age of 16 may accompany a DMU Student or Staff member for a brief visit to the Library of up to 30 minutes (e.g. to collect or return materials and at the discretion of Library Staff during Staffed service hours). Children permitted entry do so at the risk of their guardian who is responsible for their safety and wellbeing at all times. Where a child will be present for other than a short period of time, the Student or member of Staff accompanying the child must obtain “express written permission” from the Director of Library and Learning Services or their nominee before the child enters University property. The Director of Library and Learning Services or nominee reserves the right to withdraw permission and request removal of any child within Library spaces.
- 2.8 Animals, other than service dogs, may not be brought into the Library.
- 2.9 The Director of Library and Learning Services or their nominee has the right to refuse admission to the Library or any other Library and learning space.
- 2.10 Details of Library opening hours are published on the Library website: <https://dmu-ac-uk.libcal.com/hours/> and may be subject to change.

### **3 Borrowing rights and facilities**

- 3.1 Loan entitlements vary according to type of membership. Current loan entitlements are detailed on the Library website: <https://library.dmu.ac.uk/clickandcollect/home>.
- 3.2 The majority of items in the Library are available for loan and can be borrowed by eligible members as defined above. Restrictions on borrowing apply to registered non-DMU Library members, details of which are available on the Library website: <https://library.dmu.ac.uk/visitorinfo>. Library materials, including DVD's and laptops, must be recorded as on loan before being taken through the exit gates.
- 3.3 Users are responsible for all loans issued against their Library cards until those items have been returned and discharged.
- 3.4 Library users can only use their own ID card for borrowing and loans must not be transferred from one user to another person. This is in breach of Chapter 2 Paragraph 5.3.10 and may result in Disciplinary Procedures being invoked.
- 3.5 External users must notify the Library immediately of any change of address.

- 3.6 Lost Library and DMU ID cards must be reported as soon as possible. Cardholders will be held responsible for the consequences of any misuse of their cards prior to the notification of the loss.
- 3.7 Normal loans are issued for two weeks and will auto-renew unless required by another Library users.
- 3.8 Reservations may be made for items on loan and all material is subject to recall after a minimum of one week, which may require an item to be returned earlier than its original due date. Courtesy messages will be sent via email. Such items must be returned within the time specified in the recall notice, including if taken out of the country. Items not returned within 14 days of a reminder to return will be assumed lost and a replacement cost charged.
- 3.9 The Director of Library and Learning Services or nominee has the right to refuse to lend material, to restrict the loan period for items in heavy demand or to make special arrangements for borrowing.

#### **4 Using IT and online resources in the Library**

- 4.1 The IT facilities and equipment provided by the Library are for use by DMU Staff and Students only. The use of IT facilities and equipment, including personal laptops and mobile devices, shall be in accordance with the General Regulations and Procedures Affecting Students (see Chapter 2, Annex 4) and other University regulations, guidelines and codes of practice for IT use. Any breach of regulations, guidelines and/or codes of practice will be treated as a disciplinary offence.
- 4.2 Online resources (e-books, e-journals, databases) subscribed to by the Library can only be accessed by DMU Staff and Students. Separate registration may be required to access some online resources.
- 4.3 Where the Library has entered into agreements with external agencies for the supply of online services, users will abide by these agreements and the conditions of use specified by such suppliers. These agreements may require the University to supply user data to external agencies in order to deliver these services. The supply of data will be in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).
- 4.4 Usernames and passwords provided for access to IT and online resources must not be shared. The sharing of such information will be treated as a disciplinary offence, as defined in Chapter 2 of these regulations, and additional action may also be taken by third party suppliers of services to DMU.
- 4.5 Damaging or otherwise tampering with any IT equipment provided is not permitted and will be deemed a disciplinary offence as defined in Chapter 2 of these regulations.

## 5 Conduct

- 5.1 All Students using the Library, are bound by the Disciplinary Code as defined in Chapter 2 of these regulations. The Disciplinary Procedure may be invoked for any breach of the Library Regulations.
- 5.2 Library users are expected to treat Library Staff and other Library users in line with DM policies on dignity and respect as defined in Chapter 2 annex 9. Disorderly, abusive, threatening or offensive behaviour or language will not be tolerated and will be treated as a breach of the disciplinary code.
- 5.3 The Library is a learning and study environment. Users are asked to choose a study area (group, quiet study, silent study) appropriate to the type of study being undertaken and to observe study signs. Mobile phones should be set to silent. Headphones should be used when listening to music, videos and other audible content and set to a volume that does not disturb others.
- 5.4 Hot food and alcohol are not permitted in any Library and learning space (Kimberlin Library, Greenhouse, Eric Wood, Law Library). Users should take care not to disturb others when eating or drinking, particularly in terms of noise, smell and mess. Bottled water only is permitted in the Law Library.
- 5.5 Smoking is prohibited in the Library, including the use of tobacco substitutes and electronic cigarettes.
- 5.6 The possession and supply of illegal drugs is prohibited on campus and is a criminal offence.
- 5.7 Users must ensure that they do not remove items from the Library without authorisation or cause the security alarm to be activated by being in possession of unissued Library property. Library Staff may check books and other materials in the possession of anyone leaving the Library and users may be required to open bags, folders or empty pockets for inspection of their contents. Users who remove or who attempt to remove Library property without authorisation, or who refuse to submit to reasonable checks by Library Staff, may have their borrowing rights suspended.
- 5.8 Users must not deface or damage Library property including books, equipment, furniture and the fabric of the buildings.
- 5.9 Users must not enter or leave through doors marked as fire exits, or enter areas marked for "Library Staff Only" unless invited to do so.

- 5.10 The following health, safety and wellbeing behaviours should be observed:
- On hearing the fire alarm, all users must vacate the Library immediately via the nearest exit route
  - Users should not leave personal belongings unattended. This is done at the owner's risk; the Library does not take any responsibility for lost, damaged or stolen items. Unattended items may be examined and removed by Library Staff
  - Users are advised to take regular breaks from study and to keep hydrated
  - Users should not sleep in the Library and anyone found doing so will be woken.
  - Users should put litter and waste liquid in the appropriate bins provided and leave study areas clean and tidy.
- 5.11 Photography and filming in the Library are allowed by DMU Staff ONLY where prior written permission from the Director of Library and Learning Services or nominee has been given. Students are not normally permitted to film or take photographs in the Library.
- 5.12 Users should not display posters and adverts without permission from Library Staff and will be removed if permission has not been sought.
- 5.13 Users must comply with current copyright legislation and publisher requirements when copying, printing, scanning or otherwise reproducing or accessing published works. Details of what is permissible under the law and current licence is available from the Library website: <https://library.dmu.ac.uk/copyrightGDPR/home> and displayed at all copying equipment.
- 5.14 Bladed instruments are restricted on campus as per Chapter 2 Annex 7 of these regulations. Bladed instruments should only be used in designated workshops or learning spaces for the production of creative work. The use of bladed instruments outside the designated areas is prohibited.

## 6 Penalties

6.1 Breaches of Library regulations will be dealt with in line with category of use, as follows:

<b>DMU Student</b>	<b>DMU Staff</b>
Breaches of Library regulations and their investigation by the Authorised Officer or nominee are dealt with in accordance with Chapter 2 Student discipline in the General Regulations and Procedures Affecting Students	Breaches of the Library regulations may be referred to the relevant Pro-Vice Chancellor/Dean or Director.
<b>External user at other University or educational institution</b>	<b>Other external user including DMU alumni</b>
Membership of the Library may be permanently withdrawn and the home institution advised of the decision.  If the Library holds an address on record a written communication advising of the decision will be sent.	Membership of the Library may be permanently withdrawn.  If the Library holds an address on record a written communication advising of the decision will be sent.
Whilst investigating a current breach of Library regulations, any past breaches may be referred to.	

6.2 Where behaviour, by a DMU Student user of the Library, is found to contravene the Library regulations and University disciplinary code, the Director of LLS (or nominee) together with Head of Security (or nominee), will decide upon the most appropriate course of action. This may be dealt with locally within the Library where penalties may include, but are not limited to:

- verbal or written warnings.
- restrictions on borrowing.
- charges for the replacement of lost or damaged items.
- access restrictions and possible suspension of the right to enter Library spaces.
- formal University disciplinary procedures.

6.3 DMU Students and Staff who remove or attempt to remove items from the Library without authorisation may have their borrowing rights suspended.

6.4 Fines will be charged for failing to return by the due date and time any items which cannot be auto-renewed. Details of current fine rates are available on the Library website:

<https://library.dmu.ac.uk/clickandcollect/home>

- 6.5 Borrowing rights will be suspended for any Library users with items on loan beyond the due date and time or with outstanding Library charges in excess of £15.
- 6.6 Users failing to return overdue items within two weeks of the due date will be billed for the cost of replacement plus an administrative charge. Charges may be waived if the circumstances of the Library Fines Exceptions Policy found here: <https://library.dmu.ac.uk/spd/finespolicy> are met.
- 6.7 On loan items which are lost or otherwise misplaced will be charged for replacement cost plus administrative charge.
- 6.8 Users will be liable for any charges incurred by the Library for the loss or late return of items supplied by third parties, such as inter Library loans or items borrowed under reciprocal access arrangements.
- 6.9 Appeals against penalties imposed for breaches of Library regulations will be dealt with in line with category of use, as follows:

DMU Student or Staff	External user
<p><b>Students</b> have the right of appeal against the decision of the Authorised Officer, to the Disciplinary Appeals Committee in accordance with Part G of Chapter 2 of the General Regulations and Procedures Affecting Students.</p> <p><b>Staff</b> should appeal via the appeals section of DMU's formal disciplinary procedures.</p>	<p>An appeal can be submitted by contacting the Director of Library and Learning Services via email: <a href="mailto:libadmin@dmu.ac.uk">libadmin@dmu.ac.uk</a></p>
<p>Appeals against fines for late return of items or replacement item charges should be made to the Head of Library Services or their nominee via email: <a href="mailto:lsmanager@dmu.ac.uk">lsmanager@dmu.ac.uk</a>.</p>	