Library regulations

Introduction

1. These regulations apply to all of the University's library services wherever they are being delivered. They are in place to help ensure that all of our users are able to enjoy our services fully and fairly. Anyone who fails to observe the regulations may be subject to the University's disciplinary procedures.

2. These regulations form part of the University's regulations. Particularly relevant are those regulations relating to conduct, copyright, data protection and information technology.

The regulations are also governed, in the case of network and computer facilities, by the University’s “IT Acceptable Use Policy”.

Use of and access to the library service

3. All current students and staff at Solent University can use the library service and borrow material from us. For further information please see the guide on access policy. All students and staff must bring their campus cards for access to the library.

4. People who are not studying at or not employed by the University may also use the library service. We may restrict use by non-students and staff from time to time. Library visitors who are not students or staff should bring photographic ID in order to access the library. Non students and staff, may apply to become external borrowers or alumni members, and the specific conditions, including fees payable, are set out in the documentation relating to external users.

5. Use of IT equipment in the library is only available to current students and staff.

6. Children under 16 who are accompanied by an adult may come into our library. Accompanying adults are responsible for ensuring that children are supervised at all times.

7. Guide dogs and assistance dogs are welcome in the library. We do not allow any other animals in our buildings.

Behaviour in the University libraries

8. We expect all library users to treat library staff and other library users with respect and consideration. We do not tolerate any abuse of library staff or other library users. Anyone behaving inappropriately will be asked to leave the library and may be subject to the University's disciplinary procedures.

9. We ask you to keep noise and conversation to reasonable levels in all areas of the Library. In some areas, you will be expected to work in silence. In Quiet Study areas, we ask you to limit conversation. For more information on library zones please see the guide on where to study.

10. Individual study rooms are available for silent, private study in the Mountbatten Library.

11. If you must use your mobile phone in the library, please show consideration to other users. Switching your phone to vibrate helps to prevent disturbing other users. In Silent and Quiet study areas, we ask you to switch your phone to silent and to move away from those areas if you need to make a call.
12. Drinks and some cold snack foods are permitted in the library. You cannot bring in hot, smelly or greasy foods, such as takeaways. You must not bring alcohol into our libraries.

General security and safety
13. Please bring your campus card with you when you visit our Libraries. We may ask to see your campus card at any time. People who are not Solent students or staff are asked to bring photographic ID (not copies).
14. For security reasons, we may ask to see what you are carrying or what is in your bag - especially if the gate alarm sounds as you are leaving the library.
15. If a fire alarm sounds you must leave the building immediately by the nearest fire exit. If library staff ask you to leave an area for safety reasons, you must also comply.
16. If you want to carry out any special work in our libraries (e.g. taking photos or filming) you must ask for permission from the Loans Office (ML014) in advance.
A CCTV system operates in the library.

Responsibility for library materials
17. Please treat all library materials with care. You may be liable for any damage caused to our resources and be required to pay repair or replacement costs.
18. We will take disciplinary action against anyone who wilfully damages, steals or attempts to steal any library materials or equipment.
19. If you find any badly damaged items in our libraries, please bring them to the attention of a member of library staff.

Borrowing library materials
20. All items borrowed from our libraries must be properly issued to your borrower record before they are taken from the building.
21. Items marked 'For reference only' cannot be borrowed.
22. To borrow an item from us you must have a valid campus card or subscriber card. You are fully liable for any material issued on your card. If you lose your card, or suspect it has been stolen, please report this as soon as possible to a member of library staff.
23. Please inform the Student Hub if you change your address.
24. Items issued to you that have been requested by another user must be returned by the due date. When the loan period of an item has expired, it must be returned to the library. You will be unable to borrow while the items are overdue.
25. If you do not return library items when we have asked you to do so, we may invoice you for replacement costs. If replacement costs are not paid and items are still not returned, the University may take legal action to recover material or costs and an administration fee will be charged.

Responsibility for IT equipment and facilities
26. Users must treat all IT equipment with respect and accept responsibility for the equipment they use, whether in the building or on hire or loan. You will be responsible for any loss, damage or theft of IT equipment on loan to you and will be charged for replacement.
27. IT equipment and computer software are for academic use only. Commercial and recreational use is prohibited.

28. All software is licensed and copyright protected. Users must not copy software (or manuals) or use software which is not licensed to the University.

29. The use of any IT equipment or software to store or transmit messages or materials that are obscene or offensive is prohibited.

Hiring IT equipment

30. You will need your University campus card to hire any equipment from us. We will record details of any equipment hired against your borrower record and you will be asked to pay the appropriate charge at the time of hire where appropriate. We do not handle cash, cheques or credit cards in the library.

31. You are fully liable for any equipment that you hire. Let us know as soon as possible if you have any problems using equipment or if any of our equipment gets damaged while it is on loan to you.

32. Your library card will be blocked if equipment is not returned by the due date and time. We may withdraw your access to IT facilities if equipment is not returned to us and we may bill you for replacement costs. If replacement costs are not paid and items are still not returned, the University may take legal action to recover equipment and/or costs.

Copyright, data protection and intellectual property regulations

33. All library users must observe relevant copyright and intellectual property legislation; the Data Protection Act (1988) and the Solent University policy on data protection.

34. When photocopying and scanning, you must follow relevant copyright regulations. Notices near copiers and scanners outline what you are permitted to copy or scan. If you have any queries or concerns, speak to a member of library staff.

For further information or advice please speak to a member of library staff or contact us via the Library Enquiry Hub (http://solentlibrary.altarama.com/enquiry-hub.html)