

University of Birmingham: Library and Learning Spaces Regulations

Using Library Services

We aim to provide high quality services, resources and study environments delivered by a team of highly skilled professionals. In order for us to deliver a this service we need you to work with us by:

Respecting and treating other library users and staff with courtesy by:

- ✓ Communicating respectfully with other library users and staff. This includes appropriate use of chat services and social media.
- ✓ Complying with staff requests, for example when showing ID cards (which remain the property of the University).
- ✓ Keeping noise levels to minimum and respecting spaces designated for quiet and silent study. This includes the use of mobile phones. Whispered conversation is acceptable in a quiet zone.
- ✓ Bringing items back to the library promptly, when requested or when you no longer require them.
- ✓ Making sure you don't hog books in the library. If you are going to use a text for an extended period of time issue it to your account.
- ✓ Booking group study rooms when you want to work in a group for academic purposes and not for individual study or social activities.
- ✓ Vacating group study rooms and teaching rooms promptly and leaving them in good order.
- ✓ Using resources provided by the library with respect, taking care not to damage or deface resources and equipment
- ✓ Using the library space for its' designated purpose. Spaces for academic teaching, sports activities, sleeping, social events or religious observance are provided elsewhere by the University.
- ✓ Seeking permission for filming/recording in the library when the images include other library users.
- ✓ Ensuring that you notify staff in advance if you need to cancel an appointment.

Respect the Library Environment by:

- ✓ Bringing drinks into the library in a lidded container.

- ✓ Only using café's or where available, designated areas to eat food.
- ✓ Clearing away any rubbish and disposing of it using one of various recycling points.
- ✓ Telling a member of staff promptly if you spill anything within the library or if you identify faulty equipment.
- ✓ Not using domestic appliances in the library (e.g. fans and kettles).
- ✓ Not putting posters up within the library or distributing flyers without prior permission from Library Services.
- ✓ Making sure you don't hog space. If you are going to be away for more than one hour, clear your items from the desk allowing someone else to use the space.

Keep your possessions safe by:

- ✓ Carrying your University ID Card, library card or visitor pass at all times.
- ✓ Never allowing anyone else to use your ID card including when entering /exiting the building.
- ✓ Never leaving your valuables unattended including your laptop, tablet, phone, or bags.
- ✓ Being responsible for all personal possessions you bring into the library including those stored in lockers.
- ✓ Removing all items from lockers when you leave the library.

Keep your identity safe by:

- ✓ Never sharing your username and password.
- ✓ Never logging another person onto a computer.
- ✓ Always logging off when you have finished.
- ✓ Keeping your personal details secure at all times.

Keep the library safe by:

- ✓ Not Smoking or Vaping within the library or within 10 meters of the windows and entrance to the library (see the [University Non Smoking Regulation](#)).

- ✓ Leaving the building immediately in the event of an emergency when either an alarm sounds or you are instructed to do so by a member of staff.

Children should be under continuous supervision and in the sight of a parent or guardian at all times

- ✓ Children are not permitted to remain in the building for extended periods of study.
- ✓ Children should not be given access to use library computers.
- ✓ A Parent or guardian is responsible for the behaviours of their children in the Library/Study Space.

- ✓ ***All library users should adhere to UK Copyright legislation:*** Further information can be found on the [University of Birmingham 'Basic Copyright Guidance'](#) page.. *If you are unsure you should seek the guidance of a member of the library team*

University of Birmingham Regulations

The above regulations/rules are based on the University of Birmingham's official Library Regulations (found below) in conjunction with all other [University Regulations](#) and the [Student Charter](#), which members of the University agree to abide by when attending the University.

Anyone in breach of these regulations/rules may be asked to leave the library premises and may be subject to disciplinary action.

University of Birmingham: Library and Learning Spaces Regulations

Preamble

The Library and Learning Space Regulations apply to all users of Library and Learning Spaces managed on behalf of the University by Library Services. There are sections that apply also to non-members of the University of Birmingham who are granted permission to use those facilities. These Regulations will be made available on the University Website. Users wishing to use any Library or Learning Space within the University are expected to acquaint themselves with and observe any particular Regulations in force in that library or learning space.

All Library Services staff are empowered to act upon these Regulations within the remit of their post and subject to any guidance issued by the Director of Library Services.

All use of computing and network facilities is governed by the 'General Conditions of Use of Computing and Network Facilities' which has the status of a University Code of Practice. This includes the access and use of content hosted online.

These Regulations apply to all library users with effect from 1st September 2018.

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1. Definitions

In these Regulations:

‘Authorised Personnel’ means Library Services staff, PASS Leaders, Post Graduate Teaching Assistants.

‘Children’ means all persons who are under the age of 18; where it is necessary in this document to make the distinction, the expression “ Young People” refers to Children aged 16 or 17 years old.

‘Closed Collections’ means those collections that contain Items that can be viewed only on request and may be in specially protected areas.

‘Collections’ include both Special Collections and Closed Collections.

‘Director of Library Services’ means both the post holder and also those with delegated authority.

‘E-resources’ means electronic resources to which the University provides access. These could be University owned, Licenced or Open Access.

‘External Borrowers’ mean library members who are ex-Library Services and ex-UoB staff , University of Birmingham School Teaching Staff &

- i) Birmingham School Library Manager, Birmingham Research Park employees, Barber Institute Volunteer Guides, Dental Hospital Employees,
- ii) University Council Members, Queen’s Foundation Birmingham academic staff, Fircroft Croft academics and SCONUL access members.

‘External Visitors’ mean visitors who are not members of the University.

‘Item’ is deemed to cover all types of material, equipment such as laptops and e resources housed in, or hosted by, the Library or elsewhere by Library Services, unless the context specifically limits the type of material.

‘Learning Spaces’ mean spaces set aside for this purpose which are located either within Libraries or in other University buildings. Informal learning spaces do not require booking.

‘Libraries’ mean the Main Library and site libraries. (Barnes, Dental, Barber, Shakespeare Institute, Orchard Research and Learning Centre Libraries).

‘Library Facilities’ means those libraries, learning centres and resource centres which are:

- i) the property of the University or leased to it; and
- ii) Managed on behalf of the University by the University’s Library Services, and ‘Library’, ‘Learning Centre’ and ‘Resource Centre’ mean library, learning centre and resource centre respectively.

'Licensed Resource' means resources which the University does not own but which are governed by terms and conditions with which the user must comply.

'Members of the University' means Staff and Registered Students as defined in these Regulations.

'Quiet Zone' is a study area in any library Facility where all Users are expected to keep noise to a minimum in acknowledgement that others will be using the area for quiet personal (as opposed to group) study.

'Registered Student' means any person currently registered for the receipt of instruction in the University or undertaking research/non taught programmes.

'Service' is deemed to include any system whereby Library Services provides access to information, whether within Library Facilities or remotely.

'Silent Zone' is a study area in any Library Facility where there should be no noise or activity made that will disturb other Users.

'Special Collections' means those collections of unusual or rare Items which may or may not be openly accessible to Users.

'Staff' means all persons employed in the service of the University and for the purpose of these Regulations shall include all persons granted 'honorary staff' or equivalent status with permission to use Library Facilities.

'Teaching Room In the Main Library' this means the Academic Skills Centre, Maths Support Centre, appointment rooms and training room.

'User' refers to any person entering Library Facilities, or making use of the Library Services.

2. Status

2.1 These Regulations have been approved by Council.

2.2 All Library Services staff are empowered to act upon these Regulations within the remit of their post and subject to any guidance issued by the Director of Library Services.

3. Disciplinary Offences

3.1 Any breach of these Regulations may result in the suspension of access to the library facilities and may result in disciplinary proceedings.

3.2 The following are also disciplinary offences:

- i) Incitement to conduct leading to a breach of any provision of these Regulations.
- ii) Failure to comply with relevant laws while using or accessing the University Library Facilities constitutes a disciplinary offence. Use of the Library

and any computing facilities in the Library must conform to the requirements of (inter alia) Data Protection Law, the Human Rights Act 1998, the Copyright, Designs and Patents Act 1988, The Computer Misuse Regulations 2003, the Freedom of Information Act 2000, and all other legislation.

4. Access and Admission

4.1 Admission to use any University Library Facilities is conditional upon the observance of these Regulations.

4.2

- i) The Library Facilities and Service are available throughout the year apart from on specific public holidays and University closed days as advertised. The opening hours of each of the Libraries and Learning spaces will be as determined from time to time. The days and hours when each is open are displayed at the entrance of each and on Library Services' web pages. Opening hours of particular Collections or Services within any Library may differ and are displayed by those Collections or Services and on Library Services' web pages.
- ii) In certain circumstances, a prospective User will be required to complete a registration form and provide suitable identity papers and documentation to support registration. The prospective User will be expected to supply a current postal address, email address (if available) and such personal data as necessary to facilitate communication between the User and staff of Library Services. In providing such personal data the User will be consenting to it being held and processed by the University in accordance with Data Protection Law.
- iii) All Registered Students must report immediately any change of address or other contact details to Academic and Student Administration within Academic Services.
- iv) For Staff who have registered to borrow Items from Library Services any change of address or other contact details should be reported to the appropriate member of staff of Library Services.
- v) For all others, any change of address or other contact details must be reported to the appropriate member of staff of Library Services.
- vi) In respect of addresses provided under any of the circumstances above, communications sent to the last reported postal address of a User are deemed to have been duly sent.

4.3 Use of the Library Facilities is available to current Members of the University and certain other categories of persons according to status and need. Non-members of the University may be subject to restrictions on the times when they may use the Library Facilities and Services. The Library Facilities that are available to non-members of the University are displayed on the relevant Library Services web pages, which specify access and borrowing rights as appropriate.

- 4.4 On certain occasions, prospective students and prospective employees of the University and those accompanying them will be granted access to the Library Facilities for viewing purposes only, at the discretion of the Director of Library Services.
- 4.5 Children and Young People may be admitted to the Library Facilities at the discretion of the Director of Library Services bearing in mind the following:
- i) Children and Young People who are Registered Students or Staff of the University will be admitted under the same terms as other Registered Students or Staff, but this will not apply to Children on 'work experience' who will be admitted under special arrangements.
 - ii) There are special Regulations dealing with access to and use of Library Facilities by Young People or students who are studying at other educational institutions. These are published separately by Library Services.
 - iii) Children under 16 years of age must be supervised and the accompanying adult will have sole responsibility for the Children; including their good conduct, safety and observation of these Regulations.
 - iv) Groups of Children admitted as a 'school party' are under the supervision of a teacher or other responsible adult. Said adult has sole responsibility for the children; including their good conduct, safety and observation of these Regulations. <https://www.birmingham.ac.uk/teachers/pupil-opportunities/School-and-campus-visits.aspx>
- 4.6 The only animals which Users may normally bring into Library Facilities are dogs trained to assist Users with disabilities. Other animals similarly trained may be admitted with the prior agreement of the Director of Library Services.
- 4.7 The Director of Library Services reserves the right to refuse entry to anyone deemed unfit by demeanour or conduct.
- 4.8 Entry to any Library Facilities will be conditional on the presentation of acceptable identification such as a University Identity Card (UID card), membership card or equivalent pass or temporary permit. Details of the requirements and policies that relate to entry to the Library or the building housing the Library Facilities, including information about acceptable forms of identification, will be published on the Library Services' website. Policies in relation to entry to Library Facilities may vary periodically or occasionally, especially between core and non-core service hours and also between University term and non-term times.
- 4.9 No User may enter or leave the Library Facilities by any of the entrances or exits other than those designated for the purpose, except in an emergency.
- 4.10 Users must neither allow another person to use their University Identity Card , membership card or equivalent pass, nor themselves use another person's card or pass, to gain entry to a Library or for any other purpose whilst in a Library, or when using Library Services.
- 4.11 Access and Admission to any part of Library Facilities deemed to constitute a Closed Collection is at the discretion of the Director of Library Services and may be subject to the separate arrangements governing those Closed Collections; admission to them does not of itself imply permission to use other

parts of the Library Facilities.

4.12

- i) In the event that a member of Library Services staff is of the reasonable belief that a User is trying to enter Library Facilities whilst carrying or bringing with them inappropriate possessions, or suspects that a User is attempting to leave the premises with illegally or wrongfully obtained Items or possessions (including Items not borrowed in a manner that is compliant with Library Services requirements), the member of Library Services staff is entitled to request that the User displays to them the contents of all bags and similar means of carrying Items and possessions.
- ii) Inappropriate Items or possessions thus identified may be held (a) temporarily whilst the User is in the Library Facilities, or (b) permanently as evidence in a disciplinary or criminal investigation.

4.13 Any member of Library Services staff is entitled to ask a User to show them their UID card, membership card or equivalent pass or temporary permit to confirm identity at any time. Should the member of Library Services staff be unable to establish the User's identity from the UID card or equivalent, they are entitled to ask for a further means of identification and this must be provided if requested.

4.14 Library Services or the University cannot be held responsible for and is not liable for loss of, or damage to, any personal property brought into the Library Facilities by any User at any time.

4.15 All Users must vacate the Library Facilities promptly at closing time, on hearing the fire alarm, in the event of any emergency, or as otherwise requested by Library Services staff.

5. Use of Library Facilities

5.1 Users must not damage, deface or mutilate any University owned property or that of other users without the users' permission. This includes the fabric of buildings, fittings, furniture, general equipment, computers, books and similar Items. Damage to all such fixtures, fittings and Items must be reported immediately. The User responsible may face disciplinary action and may be required to make good any such loss or damage.

5.2 All fixtures, fittings and Items within Library and learning spaces must be treated with care. The unauthorized movement of Library Facilities' fittings, furniture and equipment (with the exception of chairs) is not permitted.

5.3 Manuscripts, rare printed books, Special Collections material, and other similar Items may not be removed from the designated area in which they are kept, except by special permission of the Director of Library Services.

5.4 All use of computing and network facilities within Library Facilities is also subject to the 'General Conditions of Use of Computing and Network Facilities'

which has the status of a University Code of Practice

- 5.5 Where access to information/Items held electronically is provided, it must be used only in accordance with the appropriate licensing and legislative provisions, including the copying, storing, amending and transmission of information/content.
- 5.6 Users are required to comply with the provisions of current copyright legislation and with any restrictions imposed by manufacturers' or suppliers' licences when using Library Items or Services. Users may make copies of published material only as allowed under general legislative provisions or by specific licences and contracts.
- 5.7 The use of photocopiers, scanners, microfilm readers and audio-visual equipment provided by Library Services will be subject to the provisions of current copyright legislation and licences held by the University.
- 5.8 The use of user-owned cameras, phone-cameras, hand-held scanners and similar devices for copying Items will be at the discretion of the Director of Library Services, and is also subject to the provisions of current copyright legislation and University licences.
- 5.9 The use of any camera equipment for taking pictures inside any Library Facilities is at the discretion of the Director of Library Services, in consideration of among other things, copyright, data protection and conservation issues.
- 5.10 The distribution of leaflets by Users in any Library is forbidden without the prior written permission of the Director of Library Services.
- 5.11 The display of posters, notices, leaflets and similar by anyone other than authorized Library Services staff is forbidden without the prior written permission of the Director of Library Services, unless there is specific provision for such display on dedicated notice boards and such display on those boards is clearly permitted by Regulation.

6. Behaviour in Libraries

- 6.1 The igniting of any inflammable material is strictly prohibited in all parts of all Library Facilities. In accordance with University policies, smoking and vaping outside buildings within 10metres of doors and windows is also prohibited.
- 6.2 All Users are to act courteously and to respect the needs of other Users and Library Services staff whilst in the library, and be considerate of the needs of those with a disability.
- 6.3 There must be no conduct in Library Facilities which could be considered prejudicial to the safety, well-being, or security of Users or Library Services staff or that would affect their ability to study, work or to perform their duties. Such prejudicial conduct specifically includes violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language or any other form of harassment towards, or of, other users or library staff. See University

Harassment and Bullying Policy. <https://www.birmingham.ac.uk/Documents/university/legal/harassment-bullying.pdf>

This also applies to behaviour detrimental to the preservation of the fabric or to the Collections of the Library.

Library Services staff are empowered to stop any such inappropriate activity and may require that Users involved in any inappropriate behaviour leave the Library Facilities. Any such inappropriate behaviour may be reported to the University Security Unit and also to the Student Conduct Officer as appropriate and may lead to disciplinary action.

- 6.4 Users must show due regard for their own safety and that of other Users and Library Services staff. All Users are responsible for their own possessions whilst in Library Facilities. Users should immediately report any accident, theft or other incident to a member of the Library Services staff or the University Security Unit.
- 6.5
- i) Protective clothing worn in laboratories and workshops, for example coats and overalls, must not be worn in Library Facilities (unless being worn by University maintenance staff or contractors in the interests of health and safety).
 - ii) In the interests of health, safety and hygiene, no person may go barefoot in a Library and Users will be expected to comply with reasonable requests by Library Services staff to modify or change the clothing they are wearing.
- 6.6 In order to provide an appropriate environment for individual learning and research, conversation and any other behaviour likely to disturb or inconvenience other Users is prohibited in those areas of the Library Facilities designated as Silent or Quiet Zones. Noise must also be kept to a minimum in corridors and on staircases adjacent to the study areas. Any User disturbed by a breach of this regulation may inform the Library Services staff. Collaborative working is permitted only in designated areas within the Library Facilities, such as group study rooms and social spaces.
- 6.7 Mobile phones should be set to 'silent mode' whilst in Library Facilities. Texting is permitted but only in silent mode. This also applies to corridors and on staircases unless otherwise indicated.
- 6.8 The use of all sound producing electronic devices such as personal hi-fi equipment, radios, laptop computers and similar portable electronic devices is subject to their use not disturbing other users. Users of such equipment may be required to work in specified areas of the Library or required to cease using them altogether if they generate sounds audible to other Users and as such their use constitutes a distraction to other Users.
- 6.9 Any drinks brought into Library Facilities must be in a lidded container unless in an area specifically set aside for drinking. Such areas are clearly indicated by local signage.
- 6.10 Eating of any food is not permitted anywhere in Library Facilities unless in an area specifically set aside for eating. Such areas are clearly indicated by

local signage.

6.11 All Users are expected to deposit litter they create in waste bins provided for that purpose

7. Borrowing and Returning Items

7.1 The Director of Library Services has discretionary power to lend, or to refuse to lend, or to recall any Item previously borrowed by any user at any time.

7.2

- i) The discretionary power of the Director of Library Services, delegated as appropriate to Library Services staff, extends to defining whether or not any particular Item or Items can be borrowed, the normal length of time for which an Item can be borrowed, which will be dependent on the Item itself and the category of User, and the number of Items that can be on loan to a User at any time.
- ii) The status of Items in respect of permission to borrow and the loan period for the Item can be seen from the Item's entry in the Library catalogue.
- iii) The number of Items that can be borrowed by category of User, and the length of time for which any User in a particular category can borrow an Item will be advertised on the Library Services website.
- iv) A registered Member of the University can obtain information on their own record of borrowing by consulting their account via the online Library catalogue.

7.3 Items which are the property of another institution that have been borrowed by the Library and then loaned to a User under the terms of an Inter-Library Loan scheme will be subject to the same Regulations that apply to Items belonging to the University of Birmingham or held by it on behalf of other parties, but may be subject in each case to other conditions imposed by the lending library with which the User must comply.

7.4 Items can be borrowed only in accordance with the procedures set out for each Library, whether by issue by a member of Library Services staff or by self-issue, or by telephone renewal or online renewal or any other method of borrowing.

7.5 Any attempt to remove an Item from the Library not in accordance with the set borrowing procedures or with the authorization of the Director of Library Services may be viewed as an attempted theft of the Item.

7.6 Users must not permit others to use their University ID card or similar official permit for the borrowing of Items. In certain circumstances, for example when there are issues of accessibility, Items may be borrowed by one User on behalf of another at the discretion of the Director of Library Services, but any such borrowing must be by special request and will be considered on a case-by-case basis.

- 7.7 Users are responsible for all Items borrowed in their name. Their responsibility is not transferable and ends only when the appropriate return procedure has been completed. The User who borrowed the Item from the Library is held responsible for its return and for any loss or damage howsoever and by whomsoever caused until its return. Users are deemed responsible for the effectiveness of any arrangements they make to return Items through third parties.
- 7.8 The User will be responsible for notifying the Library immediately if an Item they have borrowed is damaged, lost or stolen whilst in their possession. The User may be required to pay the full cost of its replacement (or repair or rebinding if this is possible).
- 7.9 Library Items may not be taken or sent out of the United Kingdom without special permission of the Director of Library Services.
- 7.10 Items must be returned by the date or time due, or the borrowing period extended by an appropriate and valid loan renewal procedure. Users are expected to check their online borrower record and University post and email frequently. Users are required to respond appropriately to any notices (such as recall notices) issued by the Library in respect of Items they have borrowed. In particular, when requested, Users must return Items that they have borrowed by a specified date, whether the new date specified falls before or after the original due date.
- 7.11 It is the responsibility of the User to ensure that Items on loan can be returned on demand at any time and to cover the cost thereof.
- 7.12 A User who fails to return an Item or renew the loan by the appropriate due date or time may incur fines on a scale to be determined and published from time to time by the Director of Library Services.
- 7.13 Only an official receipt issued by the Library will normally be accepted as evidence of payment of a fine. A bank or credit card statement showing evidence of payment will also be accepted.
- 7.14 When the accumulated sum of the fines and other charges incurred and unpaid reaches an amount as determined by the Director of Library Services and as advertised on the Library Services website, the User will not be permitted to borrow any more Items or renew the loan period for any borrowed Items until all of the fines and charges are paid.
- 7.15 A User who fails to return an Item borrowed by them will have to pay all fines due and will be charged for the cost of replacement of the Item and associated handling charges. Appropriate notices in respect of unreturned Items and unpaid fines will be sent to the User at periodic intervals after the due return date via email and/or post to the User's last home and term time postal addresses as notified to Academic and Student Administration within Academic Services or otherwise as notified under the terms of Clause 3.2 of these Regulations.
- 7.16 Failure to pay fines or the cost of replacement of Items after receiving due notice may result in a User being denied access to or the use of some or all of the Library Facilities.

- 7.17 Registered Students or Staff leaving the University (whether at the end of a course or earlier, or by resignation or similar act) must return all Items on loan to them, regardless of due return dates, and pay all outstanding charges before leaving.
- 7.18 A User who after due notice fails to pay fines or to pay for the replacement of Items borrowed by them but not returned as and when requested will be regarded as being in debt to the University and this may result in legal action being taken against the User, at their home address, for the recovery of the monies, Items, solicitors costs and any court costs involved in that recovery. This will apply to all current and past Members of the University and to non-members of the University who have been permitted to use the Library Facilities.

This document was compiled in consultation with the Director of Library Services.