

# Library Regulations

The purpose of these regulations is to safeguard the common interests of all Library users.

All persons are admitted on the understanding that they have read and agreed to observe the Library Regulations. Breach of these Regulations could result in membership being suspended or withdrawn, formal disciplinary procedures invoked or other such penalty deemed appropriate by the Librarian.

The Librarian reserves the right to amend these regulations as appropriate.

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## **1. Membership**

1.1 All staff and registered students of the University of Sussex are members of the Library. Membership for staff ceases on termination of contract of employment.

1.2 Others who wish to use the Library for study or research may apply for external membership. Visitors may request an annual reference only pass. A charge will be levied for membership which includes borrowing facilities.

Proof of identity, preferably Photo ID, showing current postal address, will be required for all types of external membership, including day pass applications.

1.3 Members must produce a valid University ID or Library card each time they wish to enter the Library. Up to five cardless visits per staff/student member may be allowed each academic year. Any subsequent cardless visits will be at the discretion of the Librarian (or representative). Proof of identity will be required.

1.4 The Library should be notified immediately if a card is lost or stolen.

1.5 It is the Library member's responsibility to ensure that the contact information held by the Library is correct. Members of the University should notify their School of any change in personal details. External members should inform Library staff.

## **2. Code of conduct**

2.1 The Library is intended to be a place for study. You must not disturb other Library users and should observe the silence rule in designated areas. Mobile phones should only be used in designated areas and must be switched to silent mode on entering the Library. Laptop computers used in silent zones must have the sound muted. If you disturb others you will be asked to leave.

2.2 If the security system is activated on leaving the Library, staff reserve the right to inspect personal belongings. Anyone found damaging or stealing Library property will be subject to University disciplinary procedures or possible criminal prosecution. Library materials must not be marked or defaced in any way. Damaged items must be paid for. An administrative charge will be added to the replacement cost.

2.3 Eating and drinking (with the exception of bottled water) are not permitted except in designated areas e.g. the Library Cafe.

2.4 In the interests of other Library users study spaces and group study rooms must be left clean and tidy and all litter placed in the waste bins provided. The named individual booking a study room will be held responsible for ensuring this regulation is adhered to.

2.5 All visitors to the Library should make themselves aware of the nearest available fire exits and evacuate the building immediately the fire alarm is activated.

2.6 With the exception of assistance dogs, animals may not be brought into the Library.

2.7 In the interests of Health and Safety you must not unplug, open, or otherwise interfere with, any electrical or other equipment located in the Library. When using a socket for personal equipment care must be taken not to leave trailing cables. The Library accepts no responsibility for any damage caused to equipment whilst using the electrical supply.

2.8 You can expect Library staff to treat you with courtesy and respect. We expect our users to treat staff and fellow users with the same consideration.

2.9 The Library is a public building. Do not leave personal belongings unattended at any time. We do not accept responsibility for any loss or damage and reserve the right to remove unaccompanied items.

2.10 Photographs and video recordings must not be taken within the Library building without prior permission from the Librarian (or representative) and, if appropriate, individual Library users.

### **3. Borrowing**

3.1 Loans and renewals may only be carried out on production of an ID/Library card.

3.2 The borrower is responsible for items borrowed on their ID/Library card. Lost, stolen or damaged items must be paid for. ID/Library cards are not transferable and must not be used by anyone other than the registered member.

3.3 Borrowed items must be returned or renewed, on, or before, the due date or a fine will be payable. Borrowing rights will be suspended as soon as an item becomes overdue or charges accrued reach £10. All fines must be paid within

28 days. For outstanding overdue items an invoice for replacement cost plus a processing charge will be raised. This processing charge is non-refundable and all fines accrued remain payable. Any loan may be recalled before the due date if required by another user. This applies during term and vacation times.

3.4 Communications will normally be sent by email. Users are expected to check their University email account for Library notices (personal email account for external members). The Library will not accept responsibility for the delay or failure of delivery of email or postal notices.

3.5 Individuals are responsible for ensuring that all outstanding loans and charges are cleared before their membership expires. Failure to do so may result in the withholding of an award and/or an invoice for the replacement cost plus a non-refundable processing charge being generated.

3.6 Some Library materials may not be borrowed and may not be removed from the Library. This includes journals, theses and general reference materials.

### **4. Copyright**

4.1 Users of the self-service photocopying or scanning facilities in the Library must comply with copyright law and relevant licences, a summary of which are displayed near the photocopiers. Users making copies for commercial purposes should ensure that they are licensed, have paid a copyright fee or have the permission of the copyright owner to do so.

4.2 Audiovisual materials are to be used for educational purposes only. They may not be shown to a fee paying audience and no unauthorised copies may be made.

4.3 Library users are reminded that the University's *Regulations for the use of computers and computer networks* include guidelines on the use of online resources.