

## Library Regulations

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

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 Breach of the regulations could result in membership being suspended or withdrawn, formal disciplinary procedures invoked or any other penalty deemed appropriate by the Director of Library Services.

The Director of Library Services 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 automatically members of the Library. Membership for staff ceases on termination of contract of employment.
- 1.2 Members must produce a valid University ID or Library card each time they wish to enter the Library.
- 1.3 Others who wish to use the Library for study or research may apply for external membership. Children under 12 must be accompanied by an adult.  
  
Proof of identity, preferably Photo ID, showing current postal address, will be required for all external membership.
- 1.4 The Library should be notified immediately if a card is lost or stolen.
- 1.5 Users must produce their ID cards if requested to do so by a member of staff.
- 1.6 It is the responsibility of Library members to ensure that the contact information held about them 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 silent space for study. Clearly designated zones for quiet and group study are provided. You must not disturb other Library users and should observe the silence rule in designated areas. If you disturb others you will be asked to leave.

- 2.2 Mobile devices, including laptops, must not be audible to other Library users. Mobile phones may only be used in designated areas and must be switched to silent mode upon entering the Library.

- 2.3 Library materials must not be marked or defaced in any way. Damaged items must be paid for.

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.

- 2.4 Eating is not permitted except in designated areas e.g. the Library Café and vending machine area. Drinks should be in secure container.

Smoking or using e-cigarettes is not permitted in the Library or on the Library steps.

- 2.5 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.

- 2.6 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.

Some people such as those with certain mobility impairments may require a Personal Emergency Evacuation Plan. Please ask staff for further information.

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

2.8 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.

2.9 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.

2.10 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.

2.11 Photography of people may be subject to the Data Protection Act 1998. Please respect fellow Library users' privacy and do not disrupt those who are studying by taking photographs or video recordings. Photography for personal use, including social media, is judged on a common-sense approach. Do not intrude on people's privacy - ask permission before you photograph someone, and before sharing on social networks. Please note that photography and video recordings are not permitted in the silent study zones.

Photographs and video recordings for commercial use must not be taken within the Library building without prior permission from the Director of Library Services (or representative) and, if appropriate, individual Library users.

### **3. Borrowing**

3.1 Loans and renewals may only be carried out on production of a valid 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 penalty will be payable. Borrowing rights will be suspended as soon as an item becomes overdue or charges accrued reach £10. All penalties must be paid within 28 days. For outstanding overdue items an invoice for replacement cost will be raised. 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.

3.6 Some Library materials may not be removed from the Library.

### **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.

<b>Review / Contacts / References</b>	
Policy title:	Library Regulations
Date approved:	12/09/18
Approving body:	LMT
Last review date:	12/09/18
Revision history:	20/06/19
Next review date:	
Related internal policies, procedures, guidance:	<i>Link to location where documents can be found on University website</i>
Policy owner:	<i>Library lmt</i>
Lead contact / author:	<i>LMT</i>