

## Library Regulations

### Introduction

Information Services & Systems provides Library, ICT, Corporate Management Information, Media, and Careers and Employability services to the staff and students of Swansea University and the wider community. The following Library Regulations apply to all University staff and students and any other users of ISS services. All ISS users are expected to observe them, to ensure an effective service and to avoid inconveniencing other users. The regulations apply to all ISS Library branches but special rules, which are displayed locally, may take precedence.

### Scope

**1 University members** All staff, all registered degree and diploma students of the University, and all other members of the University are entitled to full library membership, including borrowing. The University ID card should be presented whenever any library material is borrowed. Lost cards should be reported without delay; a fee is charged for replacement.

**2 Other Library members** Anyone aged 18 or over may use library material for reference use without charge. External membership is at the discretion of the Director of Information Services & Systems and does not include access to ICT facilities. External Membership access is also available under a variety of National and Local collaborative schemes with other Library Services – further details on these may be obtained from the Library Service Desk

### Loans

**3 Loan entitlements** The maximum number of items which may be on loan to a borrower at any time is:

Staff (other than manual staff)	<b>30</b>
Postgraduate degree students	<b>30</b>
Undergraduate, PGCE, Diploma and Access students, manual staff	<b>15</b>
External borrowers	<b>5</b>

*External borrowers may not borrow 1 week, Short Loan Collection or audio-visual items.*

### 4 Loan periods

#### (a) Long Loans

Staff (other than manual staff), postgraduate students **12 weeks**  
Undergraduate, Diploma & Access students, manual staff **2 weeks**  
External borrowers **2 weeks**

#### (b) One Week Loans

All categories of borrower **7 consecutive days**

#### (c) Short Loan Collection

The loan periods shall be those which are specified in rules displayed locally. They apply to all valid

categories of borrower.

*(d) Periodicals*

The loan period at Singleton and Bay Campus Libraries is **2 weeks** for all. Branch libraries will be different and local rules apply.

*(e) Vacation Loans*

The loan periods of Long Loan and One Week Loan items may be varied at the end of terms and over vacations.

**Reservations** Reservations are allowed on all categories of borrowable material.

**Recall** All library material may be recalled for use by another borrower before the due date.

**5 Reference only items** Some types of library material, including current issues of periodicals, theses and reference works, are designated as not for loan and cannot be taken out of the building.

**Code of Conduct**

**6 Fines** Fines for material returned after the due date, or after the recall date as notified by ISS, shall be charged at the following rates, up to a maximum of £5 per item (£10 for short and overnight loans):

Long Loans	<b>20p per day</b>
One Week Loans	<b>50p per day</b>
Periodicals & Short Loan Collection	The fines shall be those specified in the rules displayed locally. They apply to all categories of valid borrower.

Fines are charged to all registered borrowers.

**7** Library material should not be taken out of the UK except with the permission of ISS staff.

**8 Loss of or damage to library material** Users must pay compensation for damage to or loss of library material. Any marks or defects should be pointed out to ISS staff. Borrowers who are unable to return a library item must pay for the cost of a replacement copy. A non-returnable administration charge will be made. There will be a minimum charge for a replacement copy, as specified from time to time by the Finance Department.

**9** Users who fail to return library material when requested to do so, or who fail to settle debts, will have their borrowing rights suspended. Outstanding debts are notified to the Finance Department.

**10** The courtesy notices sent by e-mail to remind users that they have items which are about to become overdue is a courtesy service only. It is the user's responsibility to ensure that loans are either renewed or returned on time. Due dates are shown on the receipts given when items are issued and are always available through the iFind Discover library catalogue.

**11** The use of electronic resources must conform to current legislation governing these areas, to the ISS Computing Regulations and to the JANET Acceptable Use Policy. The use of electronic resources must also conform to the appropriate University licences and agreement, including those with individual publishers, JISC and CHEST.

**12** Considerate behaviour should be observed in all branches of ISS, so that other users may work in an atmosphere conducive to study. We expect consideration to be shown to other library users in the use of mobile phones within the library buildings. The rules for the following study areas in the Libraries should be observed by all users:

*Silent Study Areas: No conversation, no food*

*Quiet Study Areas: Quiet conversation*

*Group Study Area: Quiet conversation*

**13** ISS cannot be held responsible for the loss of any user's personal possessions within any ISS buildings. Any personal possessions brought into ISS buildings should not be left unattended and should not cause obstruction to other users. Vacated seats may not be reserved for more than fifteen minutes.

**14** On leaving ISS buildings, all books, whether belonging to ISS or not, must be available for checking by ISS staff as required. Coats, bags and briefcases and any other possessions must be offered for examination if requested by ISS staff.

**15** The Director of Information Services & Systems may suspend any user from the use of ISS services and from ISS buildings for the infringement of ISS regulations or serious misbehaviour. This includes the unauthorised removal of library material. Any such exclusion shall be reported to the Pro-Vice-Chancellor (Administration). In the case of a major breach of Library Regulations, the Director of ISS shall report such cases to the Pro-Vice-Chancellor (Administration) or in his absence a nominated alternate. However, in the case of an offence which falls under the Disciplinary Procedures, the Director of ISS may report such a breach to the Director of Academic Services to be considered under the Disciplinary Procedures.

**16** Requests to review the application of any sanctions under the Library Regulations should initially be raised with the member of ISS staff responsible for that service. If this cannot resolve the problem, then it should be referred to the Director of ISS, or one of the Deputy Directors of ISS. If, exceptionally, this does not resolve the query, then the matter may be referred to the University's Final Review Procedure via the Director of Academic Services.

**17** Similarly, any complaint about ISS services should be raised with the appropriate member of ISS staff responsible for that service. If this cannot resolve the problem, then it should be discussed with the Director of ISS, or one of the Deputy Directors. If, exceptionally, this does not resolve the problem, then a formal complaint can be made under the University Regulations.