

Library Regulations

Scope of regulations

These regulations apply to all users of British Institute of Technology Library & Cultural Services and facilities, both physical and online.

Within these regulations, 'item' and 'material' is deemed to cover all types of physical library material e.g. books, journals and laptops.

Library service standards and opening hours

We will deliver and maintain a range of high-quality services to a set of defined service standards, published on our website.

Information on Library opening hours is available on the Library page in the Moodle. Users will vacate the Library at closing times, immediately in emergencies and when asked to by a member of Institute staff.

Admission to the Library

All members of the Institute are entitled to use Library Services. Alumni of the Institute are also entitled to use the Library and may apply to the Alumni Office for an ID/library card.

In registering as a student of the Institute all students become members of the Library and agree to abide by its regulations. Employees of the Institute are also automatically registered as Library members under the same conditions. Other members of the Institute must sign a Library registration card agreeing to abide by the Library Regulations. It is the library user's responsibility to ensure that the contact information held by the Institute is up to date.

All Library users should carry their Institute ID card or Library card as a means of identifying themselves as registered users of the Library. Such identification may be requested at any time by Library staff.

Electronic resources, access and usage

The right to access the Library's licenced electronic resources is granted to the following users: members of the academic and research staff, professional services staff, and registered students of the Institute, subject to the individual licence terms of vendors. Members of the public and external users may be

granted 'walk in' access to some electronic resources via PCs on the library premises, in compliance with existing licensing agreements and at the discretion of the Institute Librarian. External users associated with commercial organisations and businesses will not be granted access to subscribed electronic resources, in compliance with current licensing arrangements for academic institutions.

Users accessing the Library's electronic resources must comply at all times with copyright law, publishers' licence terms and the Institute's IT Policy.

Licensed electronic resources are provided for educational use only. Any commercial uses are strictly forbidden.

Bookable study spaces

Users must abide by the terms and conditions when using bookable study space, details of which are available on the Library page.

The informal reservation of seats, study spaces or PCs in the Library is not permitted. Books and other articles left on chairs and tables may be removed by the Library staff. The library accepts no responsibility and liability for personal belongings left in the building.

Borrowing from the Library

The right of borrowing from the Library under the conditions laid down in the Regulations is granted to the following users: members of Council, members of the academic and research staff, professional services staff, and registered students of the Institute.

No material shall be removed from the Library unless the user has first had the material issued to them. All borrowers must produce their Institute ID card or a Library card when borrowing items from the Library. If a user's Library card or ID card is lost or stolen, the matter should be reported to the Library Helpdesk, and, in the case of students, to the Student Services Hub.

Reference books, periodicals and books of special value or rarity may not be borrowed from the Library.

A user is responsible for any item which remains on their Library record. Loans are strictly non-transferable. Material borrowed by one user must not be passed on to another but must first be returned to the Library and re-issued.

Users of The Forum at Southend will be subject to the borrowing and fines conditions determined by Forum partners for all loaned material external to the Institute collection.

Borrowing allowance

Borrowing allowances for all categories of Library user are shown on the Library page on the VLE.

Period of loan

Borrowing is based on 7 day return, extension maybe sought if the book is not reserved.

The latest date and time for return of each physical item will be shown on an emailed receipt. Library users are expected to check their online Library record and email account (or registered email address for external members) regularly to ensure they are aware of the return dates for all borrowed items. Failure to comply with due dates may incur penalties such as fines and loss of borrowing privileges.

Any physical item may be recalled from a user while on loan and must be returned by the due date. Users will be notified by email with any recall notices and subsequent reminders regarding a change to the loan status.

Books will be loaned for seven days and automatically renewed each day up to a maximum of 365 days, after which the borrower will return the item to the Library. If an item is recalled by another user automatic renewal will not occur.

Users from any of the Institute's libraries will be held responsible for any item they have on loan and will be required to pay the cost of replacement of any item lost, damaged or defaced whilst in their possession, together with an administrative charge to cover the cost of ordering, cataloguing and processing the replacement item. Where the Institute Librarian or their representative agrees that a replacement copy of a book, rather than the cost of the lost or damaged item is acceptable, an administrative charge will also apply to cover the cost of cataloguing and processing the replacement copy.

Fines

Fines for overdue items are levied when an item has been requested by another Library user, or for late return of a laptop loan. The current rates for Library fines are on the library notice board. Borrowing privileges will be automatically suspended if the total outstanding charges on a library user's record exceed the agreed maximum level, as displayed on the Library website.

Fines and charges for lost items will be regarded as debts to the Institute and in the case of non- payment a defaulter will be excluded from all further use of the Library services until such debts have been paid.

Final year students will return any borrowed material on completion of their course prior to graduation or before they leave. Material that has not been returned will be considered lost with the replacement cost and administrative charge added to their Library account for payment. Those with outstanding Library debts may be excluded from their graduation ceremony.

If the amount of a debt is in question the Institute Librarian's decision shall be final.

General

Any behaviour likely to disturb or inconvenience other Library users is forbidden. Users should respect designated Silent and Quiet study zones and keep noise to a minimum elsewhere in the Library. Devices such as mobile phones and laptops should not generate sounds audible to other users. Headphones should be used when listening to audio. Bookable spaces and appropriate zones should be used to attend online classes or meetings where participation is required, to minimise disruption to other users.

Library staff will respond to noise disturbance notifications and users will follow staff instruction. Where disturbing behaviour continues after staff intervention, the user will leave the Library.

Smoking (including the use of e-cigarettes), and the use of matches is strictly forbidden in all parts of the Library.

Food which is hot and/or with a strong odour is strictly forbidden throughout the Library building. All food and drink (including bottled water) is forbidden in the Special Collections room. Cold snacks and non-alcoholic lidded drinks are permissible in all other library areas. All rubbish must be disposed of responsibly using the bins provided.

All users leaving the Library must be prepared to show any books or other library materials in their possession to a member of the Library staff, on request.

Any person whose conduct in the Library is disorderly or in breach of Library regulations will be subject to the Institute's Code of Student Conduct.