

University Rules Relating to Library Use

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1. GENERAL

- 1.1 These Rules form part of the University Student Rules which incorporate associated rules relating to the use of Information Technology and the use of the Library. In addition to students, these Rules also apply to staff, external members and visitors to the Library.
- 1.2 It is a condition of enrolment that a student agrees to abide by these Rules, and all associated regulations, policies and procedures in force at the time of their enrolment/re-enrolment.
- 1.3 All regulations, policies and procedures referred to within these Rules are available online at <http://portal.bournemouth.ac.uk/Documents/default.aspx> or on request from AskBU.
- 1.4 All students are required to sign, inter alia, the following declaration at enrolment. "I accept that as a student of Bournemouth University I am bound by all the Rules and Bye-laws in force under the Articles of Government of the University"
- 1.5 Without prejudice to University Rule 7.1, these Rules and all associated regulations, policies and procedures shall be binding on and observed by all students whilst on or travelling to or from University premises, whilst using property or facilities belonging to or provided by the University, the Students' Union or any of our Partner Institutions, whilst participating in any activities or placements organised by the University or whilst in accommodation arranged through or on behalf of the University.
- 1.6 These Rules do not relate to, or regulate, matters concerning the academic progress of students. Such regulations are set out in [Bournemouth University's Academic Policies Regulations & Procedures](#) or in the definitive course/programme specification documentation or prescribed by external bodies.
- 1.7 A student using the services or facilities provided by the University, Students' Union or Partner Institution must observe these Rules and all associated regulations, policies and procedures relating to such services including any made from time to time under powers delegated by the University Board. A copy of any such rules is available electronically via the internet, in the Library and may be obtained from AskBU.
- 1.8 These Rules, and all regulations, policies and procedures referred to in this document are neither exclusive nor exhaustive.
- 1.9 The headings given in these Rules are for ease of reference only and shall not affect interpretation.

2. MEMBERSHIP

- 2.1 Admission to the Library is dependent on the observance of its Rules.
- 2.2 All University staff and enrolled students are entitled to be members of the Library.
- 2.3 Other persons, upon application to the Library and Learning Support Manager, may be granted permission to use the Library and to consult Library materials for reference purposes. A fee will be charged to borrow books. (See *Library Rule 10 below - Rules for External Membership*)

Responsibilities of Membership

- 2.4 Persons using the Library must:
- a) avoid all noise and disturbance, and comply with notices and instructions given by University staff to this effect;
 - b) in accordance with University Rule 15.7, not consume food or drink in the Library, apart from in the designated area;
 - c) in accordance with University Rule 15.8, ensure that mobile telephones are switched off or the ring tone set to silent, whilst in the Library;
 - d) not write in, or otherwise deface or damage, material belonging to the Library;
 - e) produce their Identity Card / Library Membership Card if asked to do so by a member of Library staff or any authorised representative of the University;
 - f) allow any materials in their possession when leaving the Library to be inspected upon request by a member of the Library staff or any authorised representative of the University;
 - g) comply with the conditions in respect of copyright detailed in University Rule 22.1;
 - h) in accordance with University Rule 23.2, abide by all rules associated with the use of Information, Computing and Technology including any licence restrictions imposed on the use of electronic information;
 - i) only use materials acquired under educational licence, whatever their format, for the non-commercial educational purposes of the University and use must also be in accordance with any additional licence restrictions articulated on the materials. See also the [University Rules Relating to the Use of Information Technology](#);
 - j) in accordance with Rule 6.12 of the University Rules Relating to the Use of Information Technology -relating to use of personal login data- keep all passwords issued for accessing resources strictly for their own personal use.

2.5 In accordance with the University Rule 16.1 users are responsible for their own property whilst using the Library.

3. BORROWING

3.1 When wishing to borrow Library materials, BU students and staff should produce their University Identity Card. External members of the Library should produce their BU Library Membership Card

3.2 No material may be removed from the Library unless it has been issued to the person removing it.

3.3 All material is lent at the discretion of the Library and Learning Support Manager and must be returned to the Library on request, whether overdue or not.

3.4 The conditions of loan for each category of user are as specified in Library publications, available at each Library and on the Library web pages.

3.5 Material may not be transferred from one user to another without being returned to the Library for re-issue.

3.6 Each person will be held responsible for the loss of, or damage to, any material borrowed by them from the Library. A sum to cover the full cost of replacement or repair may be payable.

3.7 When returning loans to the Library, the user must discharge each item at a self-service unit before placing it in a grey returns box. If the item cannot be discharged at the self-service machines, it should be placed in a blue returns box or handed to staff at the Library Help Zone. Outside opening hours, items may be placed in the blue returns box outside the Library entrance.

3.8 Material obtained from other libraries for members is subject in each case to the conditions imposed by the lending library.

4. RESERVATION OF LIBRARY MATERIALS

4.1 Once a reservation has been placed on an item no renewals will be allowed.

4.2 If a recall notice is sent users are expected to return the item immediately.

5. OVERDUE LOANS

5.1 Further borrowing rights will be suspended after any such material is more than one day overdue. Overdue reminders will be despatched as follows:

a) One week overdue:	a notice requesting the return of overdue material will be sent to the email address issued by Bournemouth University. For users without a Bournemouth University
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	email account, notices will be sent to the email address supplied to the Library or by post.
b) One week later:	a second notice by email (as in section a above), requiring the immediate return of outstanding loans.
c) Four weeks later	a third notice sent by post, stating that a replacement charge will be levied and that fines will be due.

5.2 Two weeks later an invoice covering the replacement cost will be issued and posted.

5.3 If overdue material is still not returned, the University may implement sanctions outlined in University Rule 8.3, which may result in the student not being permitted to sit examinations, to progress to the next stage of the programme or to receive an award.

5.4 On the return of the overdue loan a fine will be payable (*see Rule 6 below, Fines*).

6. FINES

6.1 All Library users are required to pay fines on any overdue item, except in the circumstance outlined in University Rule 9.2.

6.2 The rate at which fines are charged is set by the Library and Learning Support Manager and may be changed from time to time.

6.3 Details of current charges are available at each Library and on the [Library web pages](#).

7. MUTILATION OR DEFAACEMENT OF LIBRARY MATERIALS

7.1 A sum to cover the full cost of replacement will be payable.

7.2 The offender and the relevant Dean of School will be informed if further action is to be taken. Further action may include, as a minimum, the withdrawal of all borrowing rights for a defined period.

7.3 The Procedures of the University as set out in the [Student Disciplinary Procedures](#) may be implemented in the event of damage to University property.

8. UNAUTHORISED REMOVAL OF MATERIAL FROM THE LIBRARY

8.1 The name of any user found leaving the Library with unissued material will be noted. As a minimum, the user will receive a letter from the Library and Learning Support Manager and may be reported to the relevant Dean of School. Borrowing rights might also be withdrawn for a defined period. The

procedures of the University as set out in the [Student Disciplinary Procedures](#) may be implemented, depending on the particular circumstances.

- 8.2 On a subsequent offence borrowing rights will be withdrawn for a defined period and other action may be taken under the [Student Disciplinary Procedures](#) depending on the particular circumstances.

9. SANCTIONS

- 9.1 Failure to abide by the Library Rules may result in the implementation of Library Sanctions. Members may also be subject to sanctions as set out in the [Student Disciplinary Procedures](#)
- 9.2 All members of Library staff and any authorised representatives of the University are empowered to enforce the University Rules relating to Library Use
- 9.3 Any notice sent by the Library by email to a University email address or by post to the last reported address of a user shall be deemed to have been duly sent. Attention is drawn to University Rules 2.3 and 5.2.1.

10. RULES FOR EXTERNAL MEMBERSHIP

- 10.1 Prospective members must make written application to the Library and Learning Support Manager.
- 10.2 The Library and Learning Support Manager has authority to refuse membership to any applicant where such membership may not be in the best interests of the University.
- 10.3 A signed application form signifies agreement to abide by the University Rules relating to Library Use and such other University Rules as are applicable.
- 10.4 External membership normally requires payment of an annual fee, which may be changed from time to time. Detail of the categories of external membership and their entitlements can be found on the Visitors section of the [Library web pages](#)
- 10.5 There will be a charge for each use of the Inter-Library Loans Service and for mediated searches of external online databases.
- 10.6 Access to certain electronic services may be restricted due to the licence constraints. Attention is drawn to University Rule 23.2, in particular but not limited to the clauses relating to acceptable use; not sharing login names and passwords, which are designated for individual use; only use materials acquired under educational licence, whatever their format, for the non-commercial educational purposes of the University and use must also be in accordance with any additional licence restrictions articulated on the materials.

- 10.7 An application for external membership of the Library by an external organisation must be signed by the Company Secretary or person of equivalent status. The signature will be made on behalf of the organisation, and that organisation rather than the named individual will be responsible for materials borrowed on that Library Membership card
- 10.8 External borrowers will be held responsible for any accounts in their name and also for any fines that the Library levies.
- 10.9 Normally, a replacement fee will be payable for a lost Library Membership Card.