



University of Essex

# Library Regulations

University of Essex, Library Services

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# Library Regulations

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# Library Regulations

## Library opening hours

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11.1.

Information on Library opening hours for the Colchester, Loughton and Southend campuses is available on the Library website at: <http://libwww.essex.ac.uk/hours.htm>

## Admission to the Library

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11.2.

All members of the University as defined in Ordinance 1 are entitled to use the Library. Alumni of the university are also entitled to use the library and may apply to the Alumni Office for an ID/library card. Members of the public and visitors to the university may apply, in writing, to the University Librarian for access to the Albert Sloman Library (ASL) at Colchester and may be required to provide a written recommendation. External users associated with commercial organisations and businesses will be charged a fee if they are permitted to use the Library.

11.3.

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 research staff, professional services staff, and registered students of the University. Members of the public and external users for purposes of special study and research may be granted borrowing rights at the discretion of the University Librarian or their representative. External users associated with commercial organisations and businesses will be charged a fee, at a rate determined from time to time by the University Librarian, if they are granted borrowing rights.

11.4.

The right to access the Library's subscribed electronic resources is granted to the following users: members of the academic and research staff, professional services staff, and registered students of the University. 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 University 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.

11.5.

In registering as a student of the university all students become members of the Library and agree to abide by its regulations. Employees of the university are also automatically registered as Library members under the same conditions. Other members of the university 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 University is up to date.

11.6.

All Library users should carry their University 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.

## Borrowing

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11.7.

No books shall be removed from the Library unless the user has first had the loan issued to them. All borrowers must produce their University 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. Student ID cards may be replaced upon application to the Student Services Hub. Members of staff may obtain a replacement ID card from Human Resources office and Alumni may apply to the Alumni Office. All other users may apply to the Library Helpdesk.

11.8.

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

11.9.

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

## **Period of loan**

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11.10.

Information on loan periods at the Colchester, Loughton and Southend campuses is available on the Library website. Shorter loan periods apply for books in high demand.

11.11.

The latest date for return for each book will be stamped inside the book or shown on a printed receipt for self-service. Library users are expected to check their online Library record regularly to ensure they are aware of any changes to the indicated return dates for all borrowed items.

## **Borrowing allowance**

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11.12.

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

11.13.

Any library book may be recalled from a user while on loan. Where the original loan is for more than one week, the return date may be altered to an earlier date. Users will be notified by email of any change to the due date.

11.14.

A Library user who retains a short loan (high demand) book beyond the prescribed loan period may lose the privilege of borrowing for ten weeks.

11.15.

A Library user who has books in their possession which they failed to return in response to a recall notice will lose the privilege of borrowing any library books until the recalled item is returned.

11.16.

Reminders of book return dates will be sent one day before the book is due for return and on the first day the book is overdue, with periodic reminders thereafter including a note of any fines which have accrued.

Library users are expected to check their email account and online library record regularly to ensure they are aware of the return dates for all items they have borrowed.

11.17.

A reminder or a specific recall notice will be sent via University email and a 'final demand' notice will be sent by post to all current addresses held on the user's record.

11.18.

Users from any of the University's libraries will be held responsible for any book they have on loan and will be required to pay the cost of replacement of any book 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 University Librarian or their representative agrees that a replacement copy 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**

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11.19.

Fines for overdue items are levied only when an item has been requested by another Library user. The current rates for Library fines levied for overdue recalled items, including the maximum fine applicable, are shown on the Library website. 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.

11.20.

Fines and charges for lost books will be regarded as debts to the University 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 with outstanding Library debts may be excluded from their graduation ceremony.

11.21.

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

## **Inter-library loans**

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11.22.

Books borrowed from other libraries are subject in each case to the conditions imposed by the lending library.

## **General (Colchester Campus)**

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11.23.

Any behaviour likely to disturb or inconvenience other Library users is forbidden. Users should respect designated silent areas and keep noise to a minimum elsewhere in the Library. Mobile phones, personal stereos, handheld and laptop computers may only be used if they do not generate sounds audible to other users.

11.24.

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

11.25.

Food and drink (other than bottled water) is not allowed in designated Library reading areas. Cold snacks and lidded drinks are permissible in the landing and group work areas. Hot and/or smelly food is strictly forbidden throughout the Library building. All food and drink (including bottled water) is forbidden in the Special Collections room. All rubbish must be disposed of responsibly using the bins provided.

11.26.

The 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 for personal belongings left in the building.

11.27.

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.

11.28.

A warning bell will be rung thirty minutes before closing time and at regular intervals after that. All users must vacate the Library by closing time, and may be asked to vacate their seats after the first bell has been rung.

11.29.

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

## **The Forum Library, Southend**

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11.30.

Users using the shared library in The Forum building (Southend) are jointly subject to its regulations and, where applicable, the University Library regulations.

## **Loughton Campus Library**

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11.31.

Users using the library at the Loughton campus are subject to the University Library regulations where applicable.

## **University of Essex Theses**

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11.32.

One digital copy of all theses for which a research degree has been conferred will be deposited with the University's Institutional Research Repository. The Librarian or Institutional Repository

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Manager is empowered to allow the digital copy of the thesis to be made available in full on the World Wide Web by the British Library or its agents.

11.33.

Existing print theses will be available in the Library for reference, and digital copies will be made available by the University, the British Library or its agents, except when permission to consult or digitise a thesis has been withheld at the special request of the author for a period not exceeding five years agreed with the University.

11.34.

Print theses may be lent to an approved library for consultation in that library on receipt of an application from the librarian.

11.35.

The University may publish the title and summary of the thesis in any way it sees fit and may authorise others to do so.

11.36.

Any person wishing to consult a print thesis must sign an undertaking not to reproduce the thesis or any substantial portion of it or to quote extensively from it or otherwise make substantial public usage of it without obtaining the written permission of the author that due acknowledgement will in each case be made whenever such information is published. The author may empower the Librarian to give such permission. (See Principal Regulations for Research Degrees 4.18-4.27)

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<b>Superseded by</b>	Not applicable
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