Information Services
Regulations for the use of the University Library

1. **Scope**
   These regulations apply to:
   - All students registered at the University, all members of staff employed by the University, all visitors and others using library facilities provided by the University; and
   - All of the University’s library systems and equipment (whether they are managed centrally or by our partners).
   - Regulations for the Use of Information Technology (IT) Facilities at the University of Kent apply to the use of all PCs, netbooks, laptops and mobile devices used in the Library buildings.

2. **Definitions**
   The following terms are used in these Regulations
   - (i) Academic and related staff (grade 7 and above) includes teaching staff with formal Visiting or Honorary status.
   - (ii) Other staff (grade 6 and below).
   - (iii) Undergraduate - student registered for part or the entire course of study leading to a first degree, diploma or university certificate.
   - (iv) Postgraduate - student registered as a candidate for a higher degree, postgraduate diploma or postgraduate university certificate.
   - (v) External users – users with borrowing rights who are not current members of the University.
   - (vi) Visitors – members of the public using the Library who do not have borrowing rights.
   - (vii) University Library - refers to designated Library collections and facilities at the University’s campuses and other locations.
   - (viii) Library facilities - includes access to materials, staff time, services, and space provided for users.

3. **Library users**
   - Library facilities including borrowing rights are available to all academic and related staff; other staff; registered undergraduate and postgraduate University students; postgraduate research students who have completed the period of registration and who have paid for the use of University facilities while writing up their theses.
Library regulations sub-group – agreed LMG 11/10/11

(ii) Library facilities may be made available to other with the permission of the Director of Information Services.

4. Access to services

(i) Academic and related staff including teaching staff, undergraduates and postgraduates must carry a valid KentOne card which must be shown to Information Services staff when requested.

(ii) External users and visitors must carry a valid photo ID which must be shown to Information Services staff when requested.

(iii) A set fee may be charged to users admitted under 3(ii) to use library facilities. This may be altered or waived at the discretion of the Director of Information Services.

5. Behaviour

(i) Users must treat other library users and staff with respect and courtesy at all time.

(ii) Users must not bring hot food or hot drinks into the library.

(iii) Users are expected to dispose of their own litter in the recycling bins provided.

(iv) The reservation of seats is not permitted. No personal property should be left unattended. Articles left unattended on chairs, tables or the floor may be removed by Information Services staff.

(v) Library material and property must not be marked, defaced, damaged or improperly removed from the Library.

(vi) The use of headphones is allowed but the volume should be appropriate to the zone the user is working in – noise leakage will be challenged by Information Services staff who may request the volume is turned down.

(vii) Personal property brought into the Library is at the user’s own risk; the user is responsible for its security all times.

(viii) Trailing leads or other health and safety issues will be challenged by Information Services staff who will tell the user they must comply with the requirements of health and safety legislation.

(ix) The Library is divided into different zones and users of the Library must comply with the rules of the zone they are in. These rules are as follows:

a. Silent study zones

i. Are for individual study only;

ii. No conversation or discussion is allowed;

iii. All mobile devices, including phones, laptops and tablets must be set to silent;

iv. Mobile phones or other devices must not be used for making or receiving phone calls;

v. Food must not be consumed or on display;
vi. Only drinks in screw-topped bottles are allowed.

b. **Quiet study zones**
   i. Are for individual and small group study;
   ii. Conversational levels must be kept low or quiet;
   iii. All mobile devices, including phones, laptops and tablets must be set to silent;
   iv. Quiet phone calls are allowed;
   v. Food must not be consumed or on display;
   vi. Only drinks in screw-topped bottles are allowed.

c. **Social learning zones**
   i. Are for individual, small group and larger group study;
   ii. Food may be consumed but must not be taken to other areas of the Library.

6. **Borrowing**
   
   (i) Certain classes of material can be borrowed from the library using a valid ID or library card.
   
   (ii) Users borrowing material must comply with the advertised loan period and restrictions which are subject to change without notice (see Library Services Website).
   
   (iii) Users must not remove or attempt to remove any material(s) or bypass Library procedures or security systems.
   
   (iv) A loan may be renewed if the item is not required by another borrower or by the Library for stock management alterations.

**Restrictions on borrowing and access to material**

(v) Material specifically confined to the library may only be borrowed with the special permission of the Director of Information Services.

(vi) The borrowing of items from the Core Text Collection is restricted to undergraduates, postgraduates, academic and related staff.

(vii) Items must be returned or renewed (see 6 (ii) above) by the day and time specified.

(viii) Users must comply with the terms and conditions for use of all electronic resources.

(ix) Ordinary Loan items may be recalled before the original due date if required by another user; borrowers are only guaranteed possession of these items for one week.

**Return of materials**

(x) Borrowers returning items must ensure they reach the appropriate return point on time.

(xi) Items returned to the Library by post must be returned by registered post or recorded delivery.
Fines and charges

(xii) Borrowers who do not return or renew an item on loan by the due date - see 6(ii) will be fined until the item is returned, and may have borrowing rights suspended. A record of the item(s) on which fines are due is available from within the Library and in the user’s online Library account.

(xiii) Fines due on overdue items are expected to be paid at the earliest opportunity and must be paid before leaving the University or applying for reciprocal borrowing rights at another institution.

(xiv) Failure to pay charges or fines may result in suspension of borrowing facilities by the Director of Information Services.

(xv) Academic and related staff including teaching staff, undergraduates and postgraduates, external users and visitors who lose or damage items will be charged replacement costs.

(xvi) Failure to return an item (including laptops) may result in the user being charged up to the full replacement cost.

7. General

(i) Library Services communicates with users using email where appropriate and announcements posted on the Library Services website. The University expects all staff, undergraduates and postgraduates to check their email on a regular basis.

(ii) The Library is not a suitable place to bring children under the age of 16. All children under the age of 16 must be under the continuous supervision of a responsible adult while in the Library. Children under the age of 16 are not allowed to use Library equipment except when permission is given by the Director of Information Services or their nominee. Supervision is the sole responsibility of the responsible adult and may not be delegated to another person.

(iii) Articles left in the Library at closing times will be cleared away. The Library accepts no responsibility for belongings left in the building.

(iv) A warning bell will be rung ten minutes before closing times, and all users must vacate the Library by closing time.

(v) Users may be required to show all Library materials to the attendant at the exit before leaving, and must make available for inspection by the attendant any other objects in their possession.

(vi) Users may not bring into the Library anything which, in the judgment of the Director of Information Services, could cause damage to Library materials, equipment, and furnishing, or which could cause disturbance to other users.

(vii) All users of library materials are required to abide by legal or licence usage restrictions. For print materials these will include compliance with copyright and other limitations on photocopying; for digital resources these will include limitations on downloading, printing and commercial use as well as copyright adherence.
(viii) The Director of Information Services or their representative may require any person who is in breach of these Regulations to leave the Library.

(ix) Contravention of Library Regulations may render an individual or a group of individuals liable to University of Kent disciplinary action (as a non-punitive measure this may include the suspension of the their Kent IT account):

   i. Students: under procedures for dealing with the misuse/abuse of Library facilities and/or breaches of the Library Regulations; and/or Regulations on Student Discipline in relation to non-academic matters.

   ii. Staff: Academic and related staff in accordance with the Code of Practice under Statute 7.

   iii. Other staff, in accordance with the appropriate University disciplinary procedure, that is the Disciplinary and Dismissals Procedure Agreement for Staff in Grades 1-6.

   iv. Visitors and external users may lose borrowing rights and may be refused entry to the Library in the future.

(x) The improper removal of all or any part of an item or the mutilation or defacement of Library materials or property will render the user concerned liable to prosecution in the Courts and the suspension of any borrowing facilities.

(xi) Excessive noise and inappropriate behaviour is not acceptable anywhere in the Library.

(xii) The Director of Information Services may delegate all or any powers under these Regulations to such member or members of Information Services staff or his/her representatives as may be appropriate.

Approved 23 March 2012