

Regulations for using the University library

Who these regulations apply to

- 1.1. These regulations apply to:
 - anyone who uses the Templeman Library, including students registered at the University of Kent, staff employed by the University of Kent, other borrowers and visitors; and
 - all of the University's library services, collections, facilities and equipment.
- 1.2. If you use any IT facilities or equipment in the library, including personal laptops or mobile devices, you must also keep to the [Regulations for the Use of Information Technology \(IT\) Facilities at the University of Kent](#).

Definitions

In these regulations, the following definitions apply.

- 2.1. Students – means all students registered at the University for all or part of a course of study leading to a first degree, diploma, university certificate, higher degree, postgraduate diploma or postgraduate university certificate, and postgraduate research students who have completed the period of registration and paid to use the University facilities while writing up their theses.
- 2.2. Staff – means all staff employed by the University, including teaching staff with formal visiting or honorary status.
- 2.3. Other borrowers – means users with borrower membership who are not current members of the University.
- 2.4. Visitors – means members of the public who use the library and do not have borrower membership.
- 2.5. The library – means the Templeman Library.
- 2.6. Facilities – includes services, furnishings, equipment and the space available to users.
- 2.7. Items – means all physical materials you can borrow or use, including books, journals, DVDs, laptops, headphones, PCs, printers and so on.

Behaviour

- 3.1. You must treat other library users and staff with respect.
- 3.2. Excessive noise and inappropriate behaviour are not acceptable in the library.
- 3.3. Food and drink are only allowed in the library under the following rules.
 - You can bring in hot and cold food. You can eat cold food anywhere; hot food is only allowed in the library café.
 - You can bring in hot and cold drinks in secure containers and drink them anywhere.
 - If you buy a hot drink in the library café and it is not in a secure container, you can only drink it in the library café area on the ground floor.
 - You must take care not to disturb others when eating or drinking, particularly in terms of noise and smell.
 - You are not allowed to drink alcohol in the library, except with permission from the Director of Information Services.
- 3.4. We expect you to put your litter and waste liquid in the appropriate bins.

- 3.5. The silent study zones in the library are for individual studying only. In silent study zones you:
 - must not talk (this includes not making or receiving voice calls);
 - must set all your devices, including phones, laptops and tablets, to silent; and
 - can only eat or drink silently and in a way that doesn't disturb others.
- 3.6. You cannot reserve seats or tables in the library. If you leave any personal property unattended on chairs, tables or the floor we may remove it (please see our [policy on unattended possessions in the library](#)).
- 3.7. If you bring personal property into the library it is at your own risk and you are responsible for it.
- 3.8. You must not mark, deface, damage or improperly remove any library material or property from the library.
- 3.9. You must not insert materials into library items that are shelved in the library
- 3.10. If you use headphones, you should set the volume so that the noise doesn't leak and disturb others.
- 3.11. You must not create health and safety risks, for example from trailing leads.
- 3.12. You are not allowed to sleep in the library.

Borrowing and fines

- 4.1. You need a valid KentOne card to borrow materials from the library.
- 4.2. What you can borrow depends on your borrower membership ([check the library website for what you can borrow](#)). Only registered Kent students and staff can borrow multimedia items, journals and three-day loans.
- 4.3. Part-time students and students with individual learning plans (ILPs) get longer loan periods for some types of items.
- 4.4. You need special permission to borrow material that is classed as 'reference'.
- 4.5. You must not avoid library procedures or security systems when taking any material out of the library.
- 4.6. You should check your Kent email and your library account regularly.
- 4.7. You are responsible for all items borrowed in your name until they have been returned to an appropriate return point in the library.
- 4.8. You must return or renew items by the due date and time. Although we automatically renew items that have not been reserved, it is still your responsibility to check they don't go overdue.
- 4.9. You should remove all materials, such as bookmarks and paper notes, from library items before you return them
- 4.10. If another library user has reserved an item you have on loan, you must return it by the due date and time.
- 4.11. If you return items by post, you are responsible for them until they reach the library, so you should use a secure postal method and get proof of posting.
- 4.12. If you don't return a reserved item by the time it is due, you will get a fine and can't borrow any new items until you have returned the recalled item. Your library account will show if items are overdue.
- 4.13. While you have unpaid fines of £10 or more, you can't borrow any new items.
- 4.14. You should pay any library fines as soon as possible. You must pay them before leaving the University or applying for SCONUL Access to another higher education library.
- 4.15. If you believe there are legitimate reasons why you shouldn't have to pay a fine, you have the right to appeal.
- 4.16. If you lose, damage, or fail to return a library item, we will charge you for the cost of replacing it, plus a £5 administrative fee.

- 4.17. You must return all items on loan to you before leaving the University or before your membership runs out.

General

- 5.1. You are only allowed into the library and to have a library account as the Director of Information Services decides.
- 5.2. Staff, students and other borrowers must carry a valid KentOne card in the library. Visitors must carry valid photo ID, such as a driver's licence, identity card or passport. You must show this to us if we ask.
- 5.3. If you bring children under 16 into the library you must supervise them at all times. You must not pass this responsibility to anyone else and we will not have responsibility for the children. Children are not allowed to use library items, unless we give permission.
- 5.4. You must leave the library by the advertised closing time or if the fire alarm rings.
- 5.5. If we ask, you must show all library items you have with you at the exit gate. You must also allow us to inspect any bags you have with you.
- 5.6. You must not bring anything into the library which we believe could damage library facilities or items, or which could disturb other users.
- 5.7. You must act responsibly when using library items or digital resources that are protected by copyright. This means that when you print, photocopy, scan or download content, you should keep to licence terms, or be clear when 'fair dealing' provisions in the law apply (for example for non-commercial research or private study). Resource licences and 'fair dealing' provisions usually don't allow use for commercial purposes. (Please see our [Copyright policy and guidelines.](#))
- 5.8. If you break these regulations, we may:
- ask you to leave the library;
 - investigate under [procedures for dealing with the misuse/abuse of Library facilities, or breaches of the Library Regulations](#); and
 - take the following disciplinary action (which may include suspending your Kent IT account):
 - students: in line with the [Regulations on student discipline in relation to non-academic matters](#);
 - staff: in line with [Statute 7 of the University's statutes](#); and
 - visitors and other borrowers: may lose borrowing rights and be refused entry to the library in the future.
- 5.9. Any member of Information Services staff can enforce these regulations.