

Library & Learning Spaces Policy

Contents

Document Control Information	1
1.0 Purpose	1
2.0 Scope	1
3.0 Responsible Authorities	2
4.0 Policy Statements	2
5.0 Enforcement	3
6.0 Policy Framework	3
Appendix A	4

Document Control Information

Document Ref:	Library & Learning Spaces Policy	Version:	V2.3
Classification:	Open	Status:	Draft
Effective from:		Review Date:	13 August 2013
Approved by:	Head of Customer & Learning Services, Library	Date:	
Authorised by:	University Librarian	Date:	
Issued by:	University Librarian	Date:	
Change History:	Replaces, ISD Regulations and User entitlements & Access Control Policy Updates ILS Library & Learning Spaces Policy	Date:	Original Policies approved 2003 Issued 7 August 2008
Circulation:	All University members via website		
Enquiry point :	Head of Customer & Learning Services, The Library, University of Salford, M5 4WT Tel: 0161 295 6582, Fax: 0161 295 6339		

1.0 Purpose

The purpose of this document is to specify the University of Salford (the University) policy on the acceptable (and prohibited) use of its libraries and other learning spaces and facilities, as well as the sanctions for non-compliance.

2.0 Scope

- Library Facilities
- Library Open Access Computer Suites
- Library Training Rooms
- All other Library public areas
- Library staff only areas

3.0 Responsible Authorities

This policy is issued by the University Librarian who, as an Officer of the University has the responsibility for (and the authority to delegate responsibility for) investigating breaches of this policy and applying sanctions where relevant.

The Library has the right to change service levels from those advertised.

Users are responsible for ensuring they are aware of and comply with this policy. If Users are in any doubt about what constitutes acceptable use, they should seek the advice and guidance from the Library Enquiry Desk or Head of Customer & Learning Services.

Any complaints or reports of a suspected policy breach should be reported to the Library Enquiry Desk or to security staff if the Enquiry Desk is closed.

4.0 Policy Statements

All Users of the Library and Library Learning spaces should comply with the following;

- Users should treat Library staff and other users with courtesy and respect and expect to be treated in the same manner.
- Carry his/her own University Identity (ID) card in order to enter Library facilities outside of staffed hours and carry an ID card or other ID showing their current address during staffed hours. While reference access is possible during staffed hours without University ID, use of other library services is severely limited.
- Users should be prepared on request to show his/her card to Library staff. The User is responsible for his/her own ID card, it is not transferable. Users must notify the Library Enquiry Desk immediately if his/her card is lost or stolen. Enquiry Desk staff will block the lost card to prevent any fraudulent access to Library services.
- Use of University ICT facilities should be in accordance with the University ICT Acceptable Use Policy.
- All items taken from the library must be borrowed against the Users' library account. Users are responsible for all items borrowed on his/her account until they are returned and discharged. Users are advised to keep receipts in case of queries.
- Users should comply with return dates for any material borrowed and not pass on material to another person without the original loan being cancelled. Users are liable for the payment of any fines incurred as a result of returning Library material past the due return date. Loan periods are specified in Appendix A.
- Users should not lose, steal, damage or destroy Library stock or property.
- Users should observe guidance in Library facilities relating to noise, eating, drinking and use of mobile phones (available at www.salford.ac.uk/library/zones). The Library facilities are divided into designated zones and users are expected to behave in accordance with these zones
- Users should respect the rights of other users and not interfere with, or distract, other Users.

	<ul style="list-style-type: none"> • Users should observe and adhere to the notified opening times of Library facilities. • Users should collect their printer output in a timely manner and be aware that uncollected material will be disposed of after a reasonable time. • Children under 16 years of age are only permitted in Library facilities when accompanied by a responsible person over 18 years of age. Children under 16 years of age must be supervised by the accompanying person at all times who must ensure that they abide by all aspects of this policy. • Users must seek assistance from the Enquiry Desk before using Library resources or equipment they are unfamiliar with. Any problems/ breakdowns must be reported to the desk. Users should not attempt to repair Library equipment themselves. • Users must not create any health and safety hazards. This includes, but is not limited to, trailing cables across walkways, using personal extension leads or multi-way socket adaptors, inserting any object other than a UK 3-pin plug into a socket.
--	--

5.0 Enforcement and Sanctions

	<p>As an officer of the University, The University Librarian has the authority to investigate alleged breaches of this policy misuse and to apply sanctions directly, or to refer individuals to their College, School or Division for disciplinary action. The University Librarian may apply the following sanctions:</p> <ul style="list-style-type: none"> • Withdrawal of some or all Library facilities • Exclusion from Library and Learning facilities • Financial charges for theft, overdue, lost, damaged or destroyed items or property including charges incurred due to extra cleaning required due to acts of graffiti or negligent use of library property. <p>It should be noted that a student may not be permitted to graduate if they are in debt to the University (including the Library).</p> <p>Any contravention of the policy will be regarded as an act of gross misconduct.</p> <p>Students may be expelled for gross misconduct under the University’s student disciplinary procedures and staff may be dismissed under the University’s staff disciplinary procedures.</p>
--	---

6.0 Legislative and Policy framework

6.1	<p>Associated Policies</p> <ul style="list-style-type: none"> • Student Disciplinary Procedure: www.governance.salford.ac.uk/page/student_policies • Student Complaints Procedure: www.governance.salford.ac.uk/page/student_policies • ICT Acceptable Use Policy: www.salford.ac.uk/library/policies
------------	---

Appendix A – User Loan Types and Entitlements

Loan type	Undergraduate	Postgraduate/Staff	Extended Loan Students	External borrowers
Normal	4 weeks	12 weeks	As per PG or UG	4 weeks
One week	7 days	7 days	14 days	7 days
Reference	Unable to borrow	Unable to borrow	Unable to borrow	Unable to borrow
4 hours	4 hours	4 hours	4 hours	Unable to borrow
24 hours	24 hours	24 hours	48 hours	Unable to borrow