Guidelines to using the library
Facilities and Regulations

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1. Scope of regulations

a) These regulations apply to all services and facilities accessed throughout the library, including library resources accessed electronically via the University network from on or off campus. Any exceptions to regulations that relate to specific areas will be indicated in the particular library area.

b) These regulations are subject to alteration without notice; any amendments will be displayed on the Library, Research and Learning Resources website at http://www.nottingham.edu.cn/library.

c) All users of Library facilities must comply with these regulations. Failure to comply may be a disciplinary offence which will be dealt with under University disciplinary procedures. Certain breaches of these regulations may also constitute civil or criminal offences and could lead to separate legal action.

2. Conformance with legislation


b) Users of the University Computing Facilities must comply with the 'Code of Practice for Users of the University Computing Facilities' available at http://www.nottingham.ac.uk/is/documents/about/codeofpracticeforuniversitycomputingfacilities.pdf
c) Access to and use of electronic resources may be subject to copyright law.

3. Borrower categories

Library users are advised to carry their University card with them at all times. The following individuals are eligible to use and borrow from the library once they have completed the appropriate application process:

- a). Members of staff
- b). Registered students
- c). Individuals who have a formal association with the University but do not have a staff contract
- d). Alumni

4. Borrowing regulations

Borrowing regulations, including loan entitlements, loan periods, and fine rates, are recommended and published by the Head of Campus Services. Details of lending services including current loan entitlements are displayed on the Library, Research and Learning Resources website at:

http://www.nottingham.edu.cn/library

- a) An item may not be removed from the library until the loan has been correctly recorded.
- b) Any book or other resource item may be designated for reference only.
- c) Reference items may not be borrowed without express permission; however, certain periodicals may be borrowed by specific categories of user. The most recent copies of periodicals may not be borrowed. Library users are required to defer to the Library staff’s authority regarding access to periodicals.
- d) Borrowers are held responsible for all books or other items borrowed or signed for against their card until they are returned and the loan is discharged. Books or other items must be returned either by using the electronic devices provided or by handing the items directly to a librarian if the devices are not functioning properly.
- e) Users should not lend their card to anyone to allow them access to their Library account; reasonable care should be taken to prevent the card being misused. Users should also not disclose their PIN number, keeping it protected and changing it from the default PIN as soon as possible to keep it secure.
- f) A reader can ask about activity on their own Library record. The University may disclose account information to some authorities as allowed by legislation, e.g. in the case of suspected criminal activity. However, under normal circumstances information about a reader’s Library account cannot be disclosed to a third party without the express permission of the reader.
- g) A borrower may be required to return any item borrowed from the Library after 5 days, if it is needed by another reader or for another purpose.
- h) Items borrowed must be returned by the date or time stipulated for their return. An overdue charge per day or part day will be imposed for a book or other item not returned by the stipulated date or time.
- i) The loss or damage of a book or other item must be reported to a member of library staff. The person responsible may be required to replace the item, or to pay such a sum as may be needed to make good the loss or damage, plus an
administration fee. In addition, in serious cases, disciplinary action may be taken.

j) Failure to return an item will ultimately lead to the person responsible covering the replacement cost, plus administration charges. Failure to observe any of the above borrowing regulations will be treated seriously. The Head of Campus Services or a deputy is empowered to withhold access to facilities and services due to infringement of the regulations, or to take other appropriate action.

5. Conduct within library

In order for Library, Research and Learning Resources to meet its commitment to provide an environment conducive to study and learning, users are requested to comply with the following:

Users of the library and computer rooms/areas are requested to behave courteously and with respect to other users and staff at all times when using the facilities. Disturbance of other users and Library staff will be treated seriously.

Users should:

a) Refrain from violent, indecent, disorderly, threatening, intimidating, or offensive behaviour or language.

b) Treat all property with respect
   Any theft, or attempted theft, of University property or other users’ property will be treated seriously;
   Altering books or other Library resources by writing or scoring in them, or otherwise causing damage to, any book, periodical, or other resource item or Library property is strictly forbidden.
   Anyone damaging material in this or any other way may be required to replace the damaged item with a new copy;
   Tampering with or otherwise causing damage to any Library computer or other equipment is strictly forbidden. Anyone damaging equipment in this or any other way may be required to replace the damaged item.

c) Refrain from smoking. The University has a no smoking policy which must be observed at all times.

d) Refrain from drinking alcohol.

e) Vacate the premises at closing times, and/or when asked to by a member of University staff.

f) Show their University Card to any member of University staff or their representative on request.

g) Observe noise restrictions in designated areas, especially in the silent study areas of the Library. Noise should be kept to a minimum in all other areas. Any reader disturbed by a breach of this regulation should inform the staff.

h) Refrain from reserving individual open access work spaces. Items left in a study space for (longer than 20 minutes) may be removed by staff in order to free up space for other users.

i) Refrain from consuming any food in the library. Drinking water or bottled tea is
generally allowed, except in the Special Collection Room, but consumption should not cause a disturbance to other users.

j) Switch mobile phones to silent or vibrate mode, and keep conversations to a minimum to avoid disturbing other users. Mobile phones should never be used for conversations in silent study areas.

k) Borrow room keys from Library enquiries desk and return them after use. Vacate rooms in a timely manner. Fines will be imposed for late or non-return of keys.

l) Refrain from placing posters, signs, advertisements or notices on any surface other than authorised notice boards.

Failure to comply with these rules and requirements will be treated seriously and will result in action being taken in accordance with procedures stated in section 6 of this document, which may include disciplinary action.

In addition, users are expected to:

a) Clear study spaces after use in order to leave them tidy for the next user.

b) Look after all personal belongings that are brought into buildings. Laptop users are responsible for the safety and security of their own equipment. The University does not accept responsibility for loss or damage to personal belongings.

Failure to comply with these rules and requirements, whilst not necessarily resulting in direct action, will result in a verbal warning.

6. Infringement and Enforcement

a) The Head of Campus Services or her/his deputy is responsible for maintaining order in libraries and computer rooms. In the case of disorderly or improper conduct, the Head of Campus Services, a deputy, or any member of staff or other persons authorised for the purpose, may require the user(s) to withdraw from the building and may withhold the use of the facilities and services. Other immediate sanctions may include Library fines and administrative charges (up to a maximum of RMB100).

b) Infringement of these regulations may result in disciplinary action in accordance with the University disciplinary procedures, and may result in the use of facilities and services being withheld, fines and administrative charges being incurred, and/or direct contact with Academic Schools about the user’s behaviour.

c) With regard to students, the head of Campus Services or deputy is empowered to deal summarily with alleged breaches of these regulations. When an alleged breach of these regulations appears to call for a penalty greater than or different from those allowed summarily, the head of Campus Services will refer the case to the University Assessor.

Students are also required to observe the Code of Discipline for Students, which can be found at:
Code of Discipline for Students