REGULATION 12
LIBRARY SERVICES, COMPUTING SERVICES AND CITYSPACE

1 Definitions

"Library" in these Regulations means the Library of City, University of London and any site libraries that may from time to time be in operation.

“Computing Services” refers to all computers and networks at City including office based and stand-alone systems

“CitySpace” refers to the Virtual Learning Environment used at City.

2 Entitlement to Use Information and Library Services

2i) All registered students, all present and retired members of staff, and all members of the Alumni Association are entitled to use the Library. Other persons may be granted facilities at the discretion of the Librarian. Members of the Alumni Association may be charged an annual fee for Library use.

2ii) All current student and staff members of City, including honorary staff, are entitled to use computing services and CitySpace.

2iii) All users of library services, computing services and CitySpace are required to abide by the Code of Conduct for their use and any user who fails to abide by the Code will be subject to the sanctions set out in the Code.

2iv) All users are required to comply with all statutory provision, including the Data Protection Act (1998); The Computer Misuse Act (1990); Copyright, Design & Patents Act (1988); Criminal Justice Act (1994); Freedom of Information Act (2000); Regulation of Investigatory Powers Act (2000); Telecommunications Act (1984) and laws relating to obscenity and defamation.

3 Library House of Opening

The Library shall be open at such times as determined by Information Services and publicised on the website of City, University of London.

Announcements of any variation in times of opening or of days when any/all libraries will be closed will be posted in advance.

4 Loan of Books

4i) Registered students and members of staff may borrow materials from the Library. Students of City may borrow up to 15 items at one time, staff members 20 items, alumni and retired members 5 items, and NHS trust staff 8 items from the nursing libraries only. Loan periods vary according to the category of item and may be found on the Library Services website.

4ii) Restricted Categories.

The following are not normally available for loan and may be consulted only in the Library:

(a) Reference works
(b) Journals
(c) Theses
(d) Examination papers
(e) Other items which are restricted
4iii) Short Loan Collection.

Books and pamphlets allocated to this collection may be consulted under such conditions as Information Services may from time to time determine.

4iv) Issue of Books.

All materials to be borrowed must be taken to the Issue Desk for checking and stamping. All City members are required to produce a valid student or staff registration card, as issued by Security Services. Retired staff members or alumni members of City must register with the Library on their first visit to obtain such identification.

4v) Return of Books.

(a) All books must be handed in at the Issue Desk.
(b) Books must be returned on or before the last date stamped on the date label.
(c) Fines for overdue books shall be levied at a rate determined by Information Services. Fines are levied to protect both the reader and the Library from loss and inconvenience through carelessness or lack of consideration on the part of individual borrowers.

4vi) Renewals.

Items may be renewed for a further period if not required by another reader.

4vii) Recalls.

Any item may be recalled from a reader when it has been on loan for seven days and must be returned to the Library within seven days from the date of recall. Until such an item is returned no further loan of any kind will be made to the borrower.

4viii) Reservations.

Requests for items on loan to another reader should be made via the library catalogue or at the Issue Counter. The reader will be notified when the item has been returned and it will be reserved at the Issue Desk for four working days – one week for part-time students.

4ix) Inter-library loans.

Requests for loans of materials from other libraries should be made at the Enquiry Desk. Such loans are subject in each case to the conditions imposed by the library providing the loan.

4x) Lost or damaged books.

The loss of or damage to a borrowed material must be reported immediately. The person in whose name it is borrowed is responsible for the cost of replacement or repair.

4xi) All persons leaving the Library in possession of library materials must show them to a member of the Library staff on request.
5 Loan of Non-Book Media

Loan of microfilms, films, slides, tapes, discs, recordings, and other non-book materials shall be under such conditions as Information Services may from time to time determine.

6 Photocopying

6i) Requests for photocopies must comply with the provisions of the Copyright Act, and the Copyright (Libraries) Regulations currently in force, copies of which may be seen in the Library.

6ii) Photocopy cards to be charged to Departments must be authorised on a photocopy recharge form.

7 General

7i) Library materials must not be marked in any way.

7ii) Silence must be observed in designated study areas of the Library.

7iii) Eating, drinking, smoking and the use of mobile phones or personal audio equipment are not permitted in the Library.

7iv) Ventilation and heating controls must not be altered without consulting the Library staff.

7v) Any disorderly or improper conduct or breach of the regulations will render the person concerned liable to suspension from the use of the Library and or Computing Services.

7vi) Such additional rules as Information Services Committee shall from time to time approve will be posted on Library notice boards, Library web pages and in the form of our Library Code of Conduct.

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