

INFORMATION SERVICES

Regulations for the use of Library Services and the LRCs 2011/12

1.0 **General**

Information Services (IS) is a central University department covering all Library and ICT Services.

- 1.1 The use of the resources under these conditions is limited to the user's period of membership of, or employment by, the University. Membership and use of the Library is conditional upon the Regulations being observed at all times. Where users are also members of another institution's library, they are also subject to the regulations of their home institution.
- 1.2 For the purposes of these Regulations, the term 'Library' is used to refer to all four of the University's campus libraries (also known as 'Learning Resource Centres' (LRCs), which together form the University Library. The term 'book' covers books and other material owned by the Library.
- 1.3 The Director of Information Services has the authority to levy fines or charges as necessary and to exclude from the LRC any person who infringes these Regulations, in accordance with Academic Board minutes 73/4 AB46. Infringement of these Regulations can lead to disciplinary action being taken under the University's Student Disciplinary Procedure (July 2009).

2.0 **Legal Requirements**

2.1 The user is required to conform to the requirements of the law, including:

- Data Protection Act 1998
- Computer Misuse Act 1990
- Copyright, Designs and Patents Act 1988
- Copyright (Computer Programs) Regulations 1992
- Obscene Publications Act 1959
- Telecommunications Act 1984
- Defamation Act 1996

2.2 Users of the Library consent to the processing of their personal data for the purpose of administering their membership and use of the Library. This data will be retained throughout the user's membership or use of the Library and for a period of one year afterwards or until outstanding loans or fines have been discharged. It will not be passed on to third parties without the user's consent except as permitted by the University's Policy on Data Protection.

3.0 **Membership and Access**

- 3.1 Membership of the University Library is open to all currently registered staff and fully enrolled students of the University. In addition, members of certain groups and institutions may also apply for membership. Members of the public may use the Library for reference only and must register at the LRC Help Desk.
- 3.2 Any user who has been suspended from the University is also suspended from membership of the Library. Any fines or charges incurred as a result of their suspension must be paid before Library membership is reinstated.
- 3.3 Anyone entering the University Library should be in possession of a valid University ID card, Library card, or visitor's pass. Any person without a current University ID card, Library card or a pass may be asked to leave the LRC.
- 3.4 All users who enter or use the LRCs during Night Opening must show valid and current University ID.
- 3.5 The University ID card must not be used by anyone other than the card holder.
- 3.6 Library borrower PINs must not be revealed to a third party.

4.0 **Borrowing**

- 4.1 Users must present a current and valid card when borrowing books. No book may be removed from the LRC until it has been issued to the user. University ID cards are not transferable, and users are responsible for all items issued to their account.
- 4.2 Fines are charged if books are returned late, in accordance with notices displayed in the LRC. Non-return of overdue books or non-payment of accumulated fines will result in the suspension of borrowing rights until the books have been returned and all fines and administrative charges paid.
- 4.3 When an item is lost, the full replacement cost must be paid, and an administrative fee may be charged. Refunds will not normally be made if an item is subsequently found after a period of three months after replacement costs have been paid.
- 4.4 Journals and other reference material may not be removed from the LRC.
- 4.5 The attempted removal of any un-issued or unauthorised material may result in disciplinary procedures or even prosecution. If the exit alarm is triggered, users must allow staff to examine any books in their possession.
- 4.6 Books borrowed from other libraries through the Interlibrary loans service are subject in each case to the conditions imposed by the lending library.
- 4.7 All books borrowed must be returned to the Library and all outstanding fines paid before a user ceases to be a member of the University library. Failure to return outstanding loans will result in action being taken to recover the cost of the item or items outstanding and any outstanding charges. It could also result in the withholding of certificates, transcripts or references.
- 4.8 No one younger than 18 may borrow or watch an '18' video or DVD.

5.0 **Behaviour**

- 5.1 Any behaviour which disturbs or inconveniences other users or is detrimental to the contents or fabric of the LRC is forbidden.
- 5.2 The use of mobile phones, personal audio equipment including laptops without headphones and the consumption of food may only take place in designated areas.
- 5.3 Users should select the most appropriate Study Zone in which to study and then observe the relevant zone permissions.
- 5.4 The LRC is not to be deliberately used for sleeping: in particular, furniture must not be moved to create beds and, for safety and security reasons, lights must not be switched off. Students found asleep, particularly at night, will be woken up to ensure that they are not unwell and asked to leave the LRC.
- 5.5 Information Services staff have the authority to exclude anyone demonstrating inappropriate behaviour and users must leave the LRC when asked to do so. Failure to obey such requests will be dealt with under the Student Disciplinary Procedure or by reference to University Security staff.

6.0 **Use of Premises, Equipment and Resources**

- 6.1 No LRC equipment may be moved, modified, tampered with or misused and users must comply with separately displayed instructions and regulations. End user computing equipment in the LRC is subject to Information Services rules contained within the ICT Security Policy.
- 6.2 Users losing or damaging Library materials, equipment, facilities or furniture will be liable to pay the full replacement cost as well as a handling charge and fine. (The term "damage" includes unauthorised modifications to equipment which, whilst not permanently harming the equipment, incurs time and/or cost in restoring to its original state).
- 6.3 Laptops may be used in the LRCs but it is the responsibility of the owner to have such equipment tested for electrical safety, and use is conditional upon the owner's acceptance of responsibility for damage to University property caused by their equipment. Users can connect to power supply if safe to do so but must not connect personal computer equipment to other University equipment (eg printers).
- 6.4 For the security of your own data, do not leave computers logged in and unattended. IS staff reserve the right to logout unattended machines.
- 6.5 Cameras and other recording equipment must not be used in the LRC without the permission of the Director of Information Services. Readers using digital cameras and personal scanners or similar equipment to copy Library materials must observe copyright law.

7.0 **Security and Safety**

- 7.1 Users must leave the Library by closing time, or immediately on hearing the fire alarm or when required to do so in an emergency.
- 7.2 The University accepts no responsibility for loss or theft or damage to personal belongings left anywhere in the LRC.
- 7.3 Unaccompanied children are not allowed in the LRC. If children are brought into the LRC, those adults accompanying them must supervise their behaviour at all times. Visitors under 16 years old should be accompanied by an adult.

8.0 **Copying and Use Restrictions**

- 8.1 Users must observe copyright law and the terms of any licences for material they use. Information about copyright and the University's licences for the copying of print, electronic and audio-visual media are available at: <http://www.kingston.ac.uk/library/copyright/>. Copyright notices are also displayed by University photocopiers.
- 8.2 The user must observe any restrictions placed on the use of specified software, information and equipment which are stated in any documentation relating to the use of such software, information or equipment.
- 8.3 The user agrees in particular to abide by the CHEST Code of Conduct for the use of Software or Databases and the Copyright Acknowledgement. See **StudentSpace** for the full text.
- 8.4 Any usernames and passwords issued for the purposes of accessing electronic information sources are for the personal use of the person to whom they are issued and must be used only in connection with their University study. They must not be passed on to a third party.

9.0 **Regulations for Using IT Facilities**

The ICT Security Policy forms a key part of the University's overall Information Security Policy. The ICT Security Policy focuses on the technical and usage issues in relation to the University's ICT systems whereas the Information Security Policy governs the broader issues of ensuring information is only read, heard, changed, broadcast and otherwise used by people who have the right to do so.

In using Information Communication Technology (ICT), users at Kingston University have the ability to create, store and/or access a wide range of electronic information. The aim of the policy is to ensure that:

- The relevant information is always available to the relevant users
- Confidentiality is always maintained
- The integrity of the information is maintained

This policy enforces the appropriate use of ICT within Kingston University and is reinforced by recommendations from JISC and UKERNA in line with BS7799.

By use of the ICT facilities provided by Kingston University, you have accepted the terms and conditions of the ICT Security Policy and agreed to abide by them.

The full policy is available online at: [Information Communication Technology Security Policy](#)