



University of Brighton

Information Services

Library and Media Centre Rules

Observance of Information Services Library and Media Centre rules will ensure that all services benefit the maximum number of users. These rules supplement the university regulations as stated in the Student Handbook. If these rules are broken, the university may invoke its disciplinary procedures. Penalties may include exclusion from the university or fines.

Last updated
5th May 2016

Everyone who uses the Library and Media Centre facilities is subject to the university's Regulations and Health and Safety Policy. These require everyone using these facilities to take all reasonable and practicable precautions necessary for their own safety and the safety of others.



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1 Membership

- 1.1 All students registered on University of Brighton courses become library members automatically. Staff become members when they register for computing services.
- 1.2 University staff who are also enrolled as students are entitled to use both their staff and student UniCard/library cards
- 1.3 Visitors may use the university libraries for reference on condition that they show proof of identity when asked.
- 1.4 Members enrolled as external borrowers may use the libraries as outlined on the Information Services [website](#)
- 1.5 Visitors, External and Partner College members are not eligible to use Media Centre services.
- 1.6 All library users must show a current UniCard/library card or other form of identification upon request.

2 Borrowing library items

- 2.1 Items may only be taken out after they have been issued. Any attempt to remove items without having them issued may be regarded as attempted theft.
- 2.2 Items will only be issued against a current UniCard/library card, which must be produced each time an item is borrowed.
- 2.3 UniCards/library cards are not transferable to another person.
- 2.4 Each user is responsible for all items issued on his/her card. Users must immediately report the loss of a UniCard/library card to the library. There is a charge for replacement cards.
- 2.5 Communications will generally be sent by email. Users are expected to check their University email account for Library notices. Information Services cannot accept responsibility for the delay or failure of delivery of email or postal notices.
- 2.6 Borrowed items must be returned or renewed on, or before, the due date. Fines are payable on overdue items.
- 2.7 Users will be unable to borrow further loans until all outstanding fines are paid in full.

3 Damage and loss of library materials and media equipment

- 3.1 All facilities, resources and equipment should be used according to instructions; an induction may be necessary for facilities and equipment provided by Media Centres
- 3.2 Items must not be mutilated, defaced, marked or otherwise damaged in any way.
- 3.3 All items for loan must be issued at the Self-Service machines or at the Help Desk. Attempted removal of damaged or mutilated items may result in the initiation of disciplinary procedures.
- 3.4 A charge will normally be made for the replacement or repair of lost or damaged items.
- 3.5 Users must not tamper with equipment in any way
- 3.6 Users must return every loaned item and clear all debts before leaving the university; legal action may be taken to recover outstanding debts, and students in debt to the university may have their award certificates withheld.
- 3.7 Students may be subject to the university regulation governing progression or transfer if all items are not returned and debts are unpaid at the end of every session (see Student Handbook).

4 Behaviour in the library

- 4.1 You may eat or drink only in designated areas; bottled water is permitted throughout.
- 4.2 If you wish to listen to mobile devices you must use headphones and ensure the volume does not disturb others.
- 4.3 Mobile phones may be used only in designated areas and switched to silent.
- 4.4 You may not bring animals other than assistance dogs into the libraries or media areas.
- 4.5 Users must respect the noise zoning areas by not making noise that disturbs others.
- 4.6 Users will be required to leave, and may be subject to disciplinary procedures, if they persist in causing undue disturbance or disregarding the above specific prohibitions or general rules.
- 4.7 Users may be required to allow staff to inspect the contents of their bags and cases or clothing if there is reasonable suspicion of attempted theft.



- 4.8 Copyright law must be strictly observed at all times. Audio-visual material must not be copied, or be shown to fee-paying audiences.
- 4.9 All facilities must be kept and left in a clean and tidy condition and the physical fabric of the building or equipment and fittings must not be tampered with or abused in any way.
- 4.10 Equipment & facilities are for University of Brighton activities only.

5 Working in the Media Centres outside supervised hours

- 5.1 At sites where evening and/or weekend use of Media Centre facilities is available, access will be restricted to those assessed capable of working without supervision.

Effective 1 December 2014