

# Drill Hall Library - Rules and Regulations

A very warm welcome to the Drill Hall Library. Our Rules and Regulations exist for the benefit of all our users and they are in place to ensure that an equitable service is provided to all users of the library's facilities; that you are aware of your responsibilities and to help maintain a library environment that is conducive to study for everyone.

Accepting the Drill Hall Library's Rules and Regulations is implicit in signing your home University's regulations as part of your registration.

It is your responsibility to familiarise yourself with and to observe the following.

- The Drill Hall Library's Rules and Regulations.
- Our Code of Conduct <http://www.campus.medway.ac.uk/about/policies.html> provides an outline of your responsibilities in respect of the library and this should be read in conjunction with the Rules and Regulations.
- You are also required to abide by your home institution's IT policies: <http://www.campus.medway.ac.uk/about/policies.html>.

## Rules and Regulations

### 1.0 Terms used in these regulations

1.1 The Universities at Medway is a 'branding' concept – it is not a separate legal entity. The Drill Hall Library provides facilities and services for the partner institutions (University of Greenwich and University of Kent) and other contributing institutions (currently Canterbury Christ Church University). These regulations apply specifically to use of the Drill Hall Library.

1.2 'University staff' means members of staff employed by any of the partner institutions at the Universities at Medway.

1.3 'Student' means anyone registered for part or all of a course based at the Universities at Medway.

1.4 'User' means any person using the library, its facilities, services or stock.

1.5 'Borrower' means any person who is registered to borrow items from the Drill Hall Library.

1.6 'Facilities' includes access to materials, staff time, services, furnishings and study space provided for users.

1.7 'Items' means any item of library stock, material or equipment that may be borrowed, including, but not limited to, books, periodicals, pamphlets, CDs/DVDs and computer media.

1.8 'Library card' refers to the ID card issued by the relevant university or other institution for the purpose of allowing access to library facilities and services.

## **2.0 Library users**

2.1 Library facilities, including borrowing rights, are available to all university staff and students based at the Universities at Medway who comply with these regulations. Library facilities, including limited borrowing rights, are available to staff and students from other Higher Education institutions within the terms of recognised reciprocal access schemes and to registered external borrowers on successful application and payment of an annual subscription as appropriate.

2.2 Library facilities are available on a reference basis to members of the public living or working in the Medway Council area, alumni, staff and students from other Higher Education institutions within the terms of recognised reciprocal access schemes, and other users at the discretion of the library manager.

2.3 Users must carry a valid student ID card or library membership card, which will serve as a form of identification and a means of access to the building and its facilities.

2.4 Users not able to produce a valid student ID card or library membership card will be denied access to the library.

2.5 The student ID card or library membership card is strictly non-transferable and must only be used by the person named on it.

## **3.0 Borrowing**

3.1 The library card may be used only by the person to whom it was issued and whose name appears on it.

3.2 Items may be removed from the library only after the appropriate borrowing procedure has been followed.

3.3 The borrower must have a valid student ID card or library membership card to borrow any items. They must use the self-service facilities provided, ensuring that they follow the instructions for the correct use of these machines and carry the issued receipt as proof of borrowing. Assistance should be sought from a member of staff if required.

3.4 There are prescribed periods of loan for items not explicitly confined to the library and limits on the number of items allowed on loan to a borrower at any one time. Details of the current arrangements are available on the Drill Hall Library [website](#).

3.5 Loan of items, other than inter-library loans, may be renewed if the item is not reserved by another borrower. Renewals can be made in person at the Welcome Desk, using the self-service facilities or via the online public access catalogue (OPAC). Inter-library loans can only be renewed in person. For details of the current arrangements please see our [Document Supply service](#)

3.6 The borrower is at all times liable for any transactions on their library card and responsible for all materials that have been issued to them.

3.7 Periodicals, or items designated as 'reference', may not be removed from the library, except with special permission of the library manager.

3.8 Items marked as study loan are issued for specific time periods. Some study loan items are restricted to use in the library.

3.9 Items borrowed must be returned by the due date and time, which is specified when the item is borrowed.

3.10 Books in the possession of any borrower may be recalled if required by another user.

3.11 The library manager may recall an item(s) at any time, if it is required for special purposes, and may withhold or restrict the circulation of any item.

3.12 As most information about users' library accounts (eg overdue, under-due and recall notices) are distributed by email, it is the responsibility of users to regularly check their university email accounts. It is also the users' responsibility to notify the library of changes in address. The library cannot accept responsibility for fines incurred due to a failure to check emails or to inform the library of a change of address.

3.13 Borrowers who, without good cause, fail to return an item or renew a loan when it is due, will become liable to a charge ('fine') at the rates prescribed until the item is returned to the library.

3.14 Failure to pay fines that exceed a set level will cause borrowing rights to be suspended until the fines are paid. For the current level please ask at the Welcome Desk or refer to our [website](#).

3.15 Borrowers returning items must use the self-service facilities provided, ensuring that they follow the instructions for the correct use of these machines and carry the issued receipt as proof of return. Assistance should be sought from a member of staff if required.

3.16 Borrowers are responsible for all items on their library account and the return of those items to the library. Passing on an item to another borrower does not absolve the original borrower from responsibility for the return of the item.

3.17 Items returned to the library by post must be packaged in a padded envelope and returned by registered post or recorded delivery.

3.18 All items on loan must be returned and all outstanding fines paid when a user leaves the Universities at Medway.

3.19 Users who disregard requests to return overdue items will be invoiced for the full replacement cost of the items.

## **4.0 Use of computer facilities**

4.1 Library users are required to abide by the regulations for computer use issued by their home institution, which should be read and applied in conjunction with these Rules and Regulations.

- [University of Greenwich](#)
- [University of Kent](#)
- [Canterbury Christ Church University](#)

4.2 Home institution procedures will apply to library users in the case of computer misuse.

4.3 Public Access or Clinical Access users are required to abide by the Greenwich University *Rules & regulations for the use of information and communications technology*. They are reminded that under no circumstances are they allowed to log on to computing equipment reserved for students without express permission from Drill Hall Library staff. They are neither allowed to share login details nor log on to multiple computers at the same time. Any breaches of these rules may lead to suspension or revocation of library privileges.

In general, users must comply with all applicable UK legislation, including, but not limited to:

- [The Computer Misuse Act \(1990\)](#);
- [The Data Protection Act \(1998\)](#);
- [The Copyright, Designs and Patents Act \(1988\)](#);
- [The Obscene Publications Act \(1959 and 1964\)](#);
- [The Telecommunications Act \(1984\)](#);
- [The Race Relations Act \(1976\)](#); and
- [The Regulation of Investigatory Powers Act \(2000\)](#).

## 5.0 General rules

5.1 All users should conduct themselves in a manner appropriate to a study environment and with respect and consideration for other users.

5.2 Guests and children (up to 16 years of age) must sign in and the user must ensure that any guests or children they bring into the library comply with the Code of Conduct and do not disrupt the work of other users, endanger themselves or others, or damage library property or equipment.

- Children may only be brought into the Drill Hall Library if they are under the close and continuous supervision of their parent or guardian. Supervision is the sole responsibility of the parent or guardian and may not be delegated to another person.
- Guests must comply with all zone rules and the Code of Conduct. Users are not permitted to log their guest on to Drill Hall Library computing assets.
- All Public Access scheme users are not permitted to bring in guests unless written agreement has been given by one of the library management team.

5.3 The library is divided into zones to provide a range of study environments for users. Users must abide by the noise restrictions of the zone in which they are working.

- The Silent Zone: users must observe complete silence in this zone, which is designated for individual study only.

- The Quiet Zone: users may engage in short, quiet conversation in this zone, which is designated for working either individually or in twos or threes.
- The Group Zone: users may engage in normal conversation in this zone, which is designated for working in small groups.

5.4 Mobile telephones must be set to silent mode in the library. No calls may be made or received in the Silent Zone. Short calls may be made or received in the Quiet and Group Zones. Users are required to use their mobile phones responsibly and quietly so as not to disturb others.

5.5 Any audio equipment, including library equipment, may only be listened to through headphones at a low volume and must not be audible to others.

5.6 Library staff reserve the right to ask a user to move if their behaviour is not appropriate for the zone in which they are studying.

5.7 Taking photographs and filming (including on mobile devices) is not permitted, except with the permission of the library management team.

5.8 The Universities at Medway bears no responsibility for private property brought into the library. Articles left in the public area at closing time will be cleared away. The library accepts no responsibility for belongings left in the building.

5.9 A tannoy announcement will be made 10 minutes before closing time – all users must vacate the library by closing time. Users must stop using the facilities and leave the building promptly when asked to do so by staff, or when an emergency alarm sounds. Refusal to leave will be regarded as a serious breach of these regulations.

5.10 Users may be required to show all library items to a member of staff in the foyer before leaving the library, and must make available for inspection by staff any other objects in their possession.

5.11 Library material, equipment and other property must not be marked or in any way defaced.

5.12 Users will be held responsible for, and will have to make good any loss of or damage to, library property on loan to them, or being used in the library.

5.13 Users will be held responsible for the improper removal of all or any part of an item or the mutilation or defacement of library materials or property.

5.14 Users may not bring into the library anything that, in the opinion of the library manager, could cause damage to library materials, equipment, furnishings, or that could cause disturbance to other users. Items may be left at reception for later collection. Such items found within the library may be confiscated, for return to the user on departure.

5.15 The consumption of cold food and snacks in the library is only permitted in the Archibald Hay Mess and the Group Zone. Drinks with secure tops are permitted in any area of the library. All spillages must be reported to a member of staff and any food or drink waste must be disposed of in the bins provided.

5.16 Smoking, including e-cigarettes, is not permitted in any part of the library building or within five metres outside of the building.

5.17 Users are responsible for complying with copyright legislation – the [Copyright, Designs and Patents Act \(1988\)](#). Copies of the Copyright Licensing Agency's guidelines are displayed near each photocopier.

5.18 Last entry to the library will be 15 minutes before closing time, a full list of [opening and closing times](#) is available on the website

## **6.0 Sanctions**

6.1 The library manager, or library staff so delegated, has the authority to impose sanctions on users who are in breach of these Rules and Regulations.

6.2 All members of library staff have the authority to remind users of the Rules and Regulations.

6.3 Users whose behaviour, in the opinion of library staff, is considered to be in breach of these Rules and Regulations will be asked to comply.

6.4 Users who ignore a staff request or regularly persist in breaking the rules, and those who it is considered have committed a serious breach of the rules (for example, but not exclusively, attempted theft of library materials and physical or verbal abuse), will be asked for their name and identification number. These details will be recorded and referred to the library manager and, if deemed appropriate, the user's head of school for their attention and action.

6.5 The library manager, or library staff so delegated, has the authority to summarily withdraw access to the library facilities and/or withdraw library borrowing rights either on a temporary or permanent basis.

6.6 In serious cases, the user may be subject to the disciplinary procedures of their home institution. Contravention may also render the user liable to prosecution.

6.7 The library manager, or library staff so delegated, reserves the right to withdraw library membership from external users who infringe these regulations.