

## Library Regulations

In these regulations the term 'Library' includes those sections of the Library at Belfast, Coleraine, Jordanstown and Magee campuses. The Librarian, or the officer undertaking this function, may authorise any member of the Library staff to undertake on his or her behalf any of the Librarian's responsibilities contained in these regulations.

### 1. *Hours of Opening*

1.1 The hours of opening of the Library shall be determined according to the needs of each site and will be displayed prominently.

1.2 No one shall enter the Library except during the official opening hours or remain in them after closing time except with the explicit permission of the Librarian or other authorised person.

### 2. *Admission to the Library*

2.1 The Library is open to all students of the University and students pursuing such other courses as may be recognised by the Council, to members of the Council of the University and to all University staff.

2.2 Other persons seeking to use the Library for the purposes of study and research may be admitted at the discretion of the Librarian. A charge may be levied to cover the cost of certain facilities.

2.3 All readers shall be registered by the Library. The Librarian shall have the right to require readers to produce evidence of their registration.

2.4 Readers are admitted on the understanding that they have read and have agreed to observe Library regulations

### 3. *Borrowing from the Library*

3.1 The following are eligible to borrow from the University Library:

- a) Registered students as defined in Ordinance 1984/4 of the University.
- b) Full-time occasional students pursuing courses of not less than 20 weeks duration.
- c) Members of staff of the University in established posts.
- d) Members of the Council of the University.
- e) Other persons and institutions, at the discretion of the Librarian, who may be charged an appropriate fee.

3.2 Those readers who are permitted to borrow material from the Library must be provided with a borrower's card before material may be issued to them. They must produce their borrower's card each time material is borrowed and they are responsible for any use made of their borrower's card.

3.3 No material may be removed from the Library until the loan has been recorded and the date-label stamped with the date due for return. Illicit removal of Library material will be treated as a serious offence.

3.4 Access to certain material may be limited by the Librarian. The Librarian may require that certain works be used only in the Library or may place certain works on restricted loan, either temporarily or permanently.

3.5 Except for material on restricted loan or for reference only, the loan periods are:

Staff in established posts. Research Fellows,

Research Assistants and

Research Students 2 months

All other registered students 28 days

All other authorised borrowers 28 days

After one week from the date of issue, an item will be liable to immediate recall.

Provided they are not in demand by another reader, items may be renewed in person, using the online catalogue or by telephone. Postal renewals cannot normally be accepted.

3.6 The maximum number of items on loan to the categories of reader listed in 3.5 are:

Staff in established posts. Research Fellows,  
Research Assistants and  
Research Students 25  
All other registered students 8  
All other authorised borrowers 4

Exceptions to these limits may be granted for audio-visual material.

3.7 Items must be returned on or before the date on which they are due for return. Failure to return items on time or to comply with the recall will lead to sanctions which may vary according to circumstances on individual sites but may include the withdrawal of borrowing privileges and the imposition of a fine in accordance with procedures approved by the Senate.

3.8 Items already on loan to another reader may be reserved.

3.9 The reader who is recorded as the borrower will be held responsible for the return of the item to the Library and will be liable for the cost of repairs or replacement of any item damaged or lost while it is recorded as being on loan to him or her.

3.10 Borrowers must return all items borrowed by them when their entitlement to borrow ceases and an item not returned or, an outstanding fine, shall be deemed a debt owing to the University.

3.11 Periodicals may not normally be borrowed.

#### *4. On-line Information retrieval*

On-line computerised information and bibliographical information retrieval systems are available to registered borrowers as specified in 3.1(a), (c) and (d) above. Limitations on the use of this service may be imposed from time to time.

#### *5. Borrowing from other Libraries*

5.1 Inter-library loan facilities are available to registered borrowers as specified in 3.1(a), (c) and (d) above. Limitations on the use of this service may be imposed from time to time.

5.2 Material borrowed from other Libraries shall be subject to any conditions laid down by the lending Libraries.

#### *6. Study carrels and group study rooms*

6.1 Study accommodation in carrels and group study rooms is available. The type of accommodation and the conditions of its use may vary from site to site. The details of the method of application are available on each site.

6.2 The Librarian has the right to enter a carrel or study room at any time and to inspect and, if necessary, to remove any property in it. A person making inadequate or improper use of such a room will be required to vacate it.

#### *7. Copying*

Copying of documents may only be carried out within the terms of the copyright legislation currently in force.

#### *8. University of Ulster theses and dissertations*

8.1 One copy of every thesis and dissertation for which a higher degree has

been awarded by the University will be deposited in the Library in accordance with the regulations and associated guidelines for higher degrees.

8.2 Theses so deposited may be used only in the Library or through inter library loan and any conditions imposed by the authors must be observed. In particular readers must undertake in writing not to use or reproduce without the consent of the copyright holder material incorporated in a thesis and must acknowledge the source of such information.

9. *General*

9.1 The Librarian may refuse entrance to the Library to any person whose behaviour is deemed by the Librarian to be undesirable. Smoking, eating, drinking and unnecessary noise including the use of mobile telephones are not allowed in the Library. The Librarian may require a reader to leave the Library at any time.