

Library Regulations

Responsibility for Policy:	Registrar & Chief Operating Office
Relevant to:	All LJMU Staff and Students, Visitors, Members of the Public and Academic Partnerships
Approved by:	Academic Board on 28 June 2017
Responsibility for Document Review:	Director, University Library
Date introduced:	August 2015
Date(s) modified:	June 2017, August 2019, February 2023
Next Review Date:	February 2025

RELEVANT DOCUMENTS

- [Copyright, Designs and Patents Act 1988](#) (as amended)
- [CLA UUK/GuildHE Higher Education Licence](#) and other licensing agreements

RELATED POLICIES & DOCUMENTS

- [IT Services Conditions of Use](#)
- [Walk-in Access Acceptable Use Policy](#)
- [Special Collections and Archives Reading Room Rules](#)
- [IT Services Disciplinary Procedures](#)
- [Code of Conduct for Staff](#)
- [Staff Disciplinary Procedure](#)
- [Student Code of Behaviour & Disciplinary Procedures](#)
- [Health and Safety Code of Practice SCP36 \(Children on University Premises\)](#)
- [Safeguarding Policy](#)



LIVERPOOL JOHN MOORES **Library Regulations** UNIVERSITY

1. Definitions

- 1.1 'University' means Liverpool John Moores University (LJMU).
- 1.2 'Partner Institution' means those collaborative partners delivering University programmes of study.
- 1.3 'Student' means any person who is registered on a University programme of study, including at a Partner Institution that leads to the award of a qualification or credit towards a qualification.
- 1.4 'Member of Staff' means any person on the University payroll or who delivers on a University programme of study, including at a Partner Institution that leads to the award of a qualification or credit towards a qualification.
- 1.5 'Member of the University' means a Student, a Member of Staff, a member of the governing body, an alumnus, or a retired member of University staff.
- 1.6 'Library Patron' means any Member of the University together with any person to whom membership of the Library is granted through a reciprocal arrangement, e.g. the SCONUL Access scheme, or to any other person to whom reference-only access has been granted.
- 1.7 'Young Person' means any person aged 16 or 17 years.
- 1.8 'Child' means any infant or child below the age of 16 years.
- 1.9 'Library' refers to any designated library, social learning zone or computer facility under the administration of the University Library.

2. Membership

- 2.1 Any person who is a Member of the University is entitled to use the Library upon being issued with a valid University card. A charge may be made for an alumnus or a retired member of University staff.
- 2.2 Borrowing privileges or reference-only access may be extended to any person as a Library Patron according to agreements entered into by co-operating institutions or at the discretion of the Director, Library Services.
- 2.3 If a person ceases to be a Member of the University, or they cease to be eligible for membership as a Library Patron, then their Library privileges will be withdrawn.

3. General

- 3.1 These Regulations, which are subject to periodic review, will be authorised by the Academic Board upon the recommendation of the Director, Library Services.
- 3.2 Library Patrons must abide by the Library Regulations and all other relevant Policies and Documents, including the Copyright, Designs and Patents Act 1988 (as amended), the CLA UUK/GuildHE Higher Education Licence and all other relevant copyright legislation and licensing conditions.

- 3.3 Use of University computer facilities will also be subject to the IT Services Conditions of Use. Library Patrons who are not also a Member of the University are not permitted to use the networked computer facilities.
- 3.4 A Young Person may use the Library without supervision but is subject to the University Safeguarding Policy.
- 3.5 A child must be supervised at all times when on Library premises and is subject to the provisions of the University Health and Safety Code of Practice SCP36 (Children on University Premises) and the University Safeguarding Policy.
- 3.6 Any Library Patron may make representation on the Regulations in force and on the use of the Library to the Director, Library Services.
- 3.7 Suggestions and/or complaints should be made using the contact form on the Library website, completing a feedback form available from any Library, or by writing to the Director, Library Services.
- 3.8 Opening hours are those agreed with the Executive Leadership Team of the University, as most appropriate for each service point.
- 3.9 University cards must be presented on arrival at any Library where access is controlled. Library Patrons who are not entitled to a University card are not eligible to use the Student Life Building and must present photographic proof of ID and proof of current address dated within the last three months to access other Library sites.
- 3.10 Library Patrons must only use designated entrances and exits, except in emergencies when designated emergency exits may also be used.
- 3.11 Photocopiers, printers and scanners are available, for which a charge may be made.
- 3.12 In the interests of security, nothing of value should be left unattended in the Library. Any article so left is entirely at the owner's risk.
- 3.13 The Library Regulations will be held in the University's Policy Centre and linked to from the Library website. Printed copies will be made available on request.
- 3.14 The Library website at <https://www.ljmu.ac.uk/library> has full details of all services, including details of any charges, acceptable forms of ID and staffed service hours.

4. Conduct

- 4.1 Conversation should be restricted to areas so designated and where permitted kept to a level so as not to disturb other Library Patrons. Mobile phones should be switched to silent. Conversations should only be held in designated areas. Texting is permitted throughout Library buildings.
- 4.2 Hot and cold drinks with appropriate lids and cold food may be consumed anywhere in the Library except in specified areas that are subject to exclusion notices. Hot food may only be consumed in designated areas.
- 4.3 Any Library Patron who damages Library materials may be charged a sum to cover replacement costs. The sum will be assessed by Library Services staff and will be based on the current published price.
- 4.4 Breaches of the Regulations and unruly behaviour may lead to exclusion from the Library and an interview with a Library Manager as to future conduct, before re- admittance.

- 4.5 In any of the above circumstances the Library Patron has a right to a hearing before the Director, Library Services, or their nominee.
- 4.6 A serious breach of Library Regulations by a Student or Member of Staff, e.g. unauthorised removal of stock, will be treated as a disciplinary matter and could result in dismissal from the University.
- 4.7 A serious breach of Library Regulations by other Library Patrons will result in use of the Library being denied, subject to review by the Director, Library Services.

5. Access to Resources

5.1 Print Resources

- 5.1.1 Library Patrons entitled to borrow will be issued with a University Card, which must be produced whenever an item is borrowed. Cards are not transferable and all items issued to them are the responsibility of the person to whom they were issued.
- 5.1.2 The number of items permitted to be borrowed and the period of loan will be as determined by Library staff as most appropriate for the particular service point, type of material, or category of Library Patron.
- 5.1.3 Information about loan allowances and loan periods is available on the Library website. Library Patrons needing extra items or an extended period of loan should ask a member of Library Services staff.
- 5.1.4 Periodical and reference material may be borrowed at the discretion of the Library Supervisor on duty.
- 5.1.5 Library Services staff may refuse to lend or renew any item, or where an item is in heavy demand, may restrict the loan period.
- 5.1.6 Standard loans may normally be renewed automatically for a further period if not required by another Library Patron.
- 5.1.7 Items requested by another Library Patron must be returned promptly. Library accounts will be blocked and borrowing withdrawn if the requested item is not returned on or before the due back date. A fine may also be charged.
- 5.1.8 Any Library Patron losing Library materials will be charged a sum based on the current published price to cover replacement costs. An administrative charge will be added to all lost accounts sent.
- 5.1.9 Students must return all items on loan and settle any outstanding financial obligations, before the end of their period of study.
- 5.1.10 As cards are not transferable any Library Patron will be held responsible for any loss or damage to books issued on such cards.
- 5.1.11 Upon leaving, Library Patrons are requested to satisfy staff that any Library property being taken out has been properly recorded. They may be required to reveal the contents of any bag, briefcase, pockets, etc.
- 5.1.12 A loan record must be originated for any item borrowed. It is the borrower's responsibility to ensure that the loan record is cancelled when the item is returned. Borrowers can check their own record on Discover, the Library catalogue.

5.1.13 Some items not immediately available may be reserved using Discover, the Library catalogue. Borrowers will be notified when an item is ready for collection.

5.1.14 Items may be returned to a Library by post provided they are adequately wrapped.

5.2 Electronic Resources

5.2.1 Any Student or Member of Staff may access University subscription electronic resources from any device. Other Members of the University may access University subscription electronic resources from any device where licensing agreements allow.

5.2.2 Walk-in access to University subscription electronic resources will be provided from a dedicated terminal to Library Patrons who are not also a Student or Member Staff where licensing agreements allow. Use of the walk-in service is subject to the Walk-in Access Acceptable Use Policy.

5.3 Other Resources

5.3.1 Materials held in the Special Collections and Archives are for reference use in the Special Collections Reading Room only. Access to the Reading Room will be subject to the Reading Room Rules, which include no eating or drinking and the use of pencils only.

5.3.2 Any Member of the University having a sufficient reason for requiring an item not in stock may request that it be obtained through the Inter-library loan or Document supply service. A charge may be made for this service. Items so borrowed or supplied as a print or digital document are subject to the conditions imposed by the lender Library and to all relevant copyright legislation and licensing conditions.