



**University of
Nottingham**

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Code of Practice

Use of University of Nottingham Libraries facilities and services

Purpose

To provide an environment conducive to study and learning, this code of practice will provide a guide to complying with the responsibilities and regulations listed in the following sections. Users of the libraries are requested to always behave courteously and with respect to other users and staff. Disturbance of other users and staff will be treated seriously. You must comply with these regulations. Failure to comply may be a disciplinary offence which will be dealt with under university disciplinary procedures. Certain breaches of these regulations may also constitute civil or criminal offences and could lead to separate legal action

Scope

This code of practice applies to all library services and facilities including library resources accessed electronically via the University network from on or off campus. It is subject to alteration without notice. Any amendments will be displayed on the [University of Nottingham Libraries Governance webpage](#). Any exceptions that relate to a specific area in a Library will be indicated in that particular area.

Readers of materials in Manuscripts and Special Collections are registered for such access and sign their agreement to specific regulations controlling use. Details may be found on the [Manuscripts and Special Collections website](#).

These regulations do not cover the computer rooms and facilities that are within libraries. For relevant policy information associated with these facilities please visit: [Policies and usage - The University of Nottingham](#)

Roles and responsibilities

You are advised to carry your University Card or Library Card with you at all times.

You are eligible to use and borrow from the library, on completion of the appropriate application process, if you are:

- a) A member of academic or academic-related staff (including retired members, and Clinical Teachers)
- b) A student registered for a higher degree by research (Ph.D. and M.Phil.)
- c) A student registered for other higher degrees for those diplomas and certificates awarded by the Board of Postgraduate Studies
- d) A student registered for a first degree or other degree, diploma or certificate awarded by the Board of Undergraduate Studies
- e) A student registered with the School of Education for Continuing Education modular courses
- f) A student registered with the University of Nottingham International College
- g) A member of clerical, technical, manual and ancillary staff employed by the University, or staff of the Nottingham University Hospitals NHS Trust and the Nottinghamshire Healthcare NHS Trust
- h) A member of Court or Council
- i) A member of the academic staff of the Affiliated Institutions of the University of Nottingham or of other institutions of higher education with which reciprocal arrangements have been agreed
- j) A teacher in a partner school with the University of Nottingham School of Education, on presentation of the appropriate partner school form
- k) A member of the SCONUL Access scheme, where appropriate
- l) An NHS staff member from Trusts with whom we have a formal access agreement
- m) An individual who has a formal association with the University but is not on the University payroll.

Graduates, persons holding higher degrees of the University, and other persons engaged upon a serious course of study may use libraries under the following conditions:

- a) Persons holding first or higher degrees of the University may use libraries for reading purposes. If they wish to borrow they may normally do so upon payment of the appropriate fee.

- b) Students of the Affiliated Institutions of the University of Nottingham may use libraries for reference only and must apply for visitor cards.

Persons other than the above who wish to use libraries in connection with specialist needs that cannot be met elsewhere will normally be permitted to borrow, at the discretion of the Director of University of Nottingham Libraries or designate, upon payment of the appropriate fee.

Borrowing regulations, including loan entitlements, loan periods and fines rates are recommended and published by the Director of University of Nottingham Libraries. Details of lending services including current loan entitlements are displayed on the [Borrowing from our libraries webpage](#).

- a) You may not remove an item from a library until the loan has been correctly recorded
- b) Any item may be designated for reference only and may not be borrowed without express permission
- c) Some journals may be borrowed by specified categories of user. The most recent issues may not be borrowed. You are required to abide by the decision of the Director of University of Nottingham Libraries on access to journals
- d) You are held responsible for all books or other items borrowed or signed for against your account until they are returned by correct methods and the loan discharged
- e) You should not lend your card to anyone to allow them to gain access to your library account. Reasonable care should be taken to prevent the card being misused
- f) You can ask about activity on your own library account. The University may disclose account information to some authorities as allowed by legislation, eg in the case of suspected criminal activity. However, under normal circumstances, information about your library account cannot be disclosed to a third party without your express permission
- g) Your loans will automatically renew weekly unless they are requested by someone else, in which case, you are required to return them by the new due date communicated to you via your university email account.
- h) You must return items by the date and time stipulated. An overdue charge per day or part day will be imposed if a book or other item is not returned by that date and time
- i) You must report any loss or damage of a book or other item to a member of library staff. You may be required to replace the item, or to pay such a sum as may be needed to make good the loss or damage plus an administration charge. In addition, in serious cases, disciplinary action may be taken.
- j) If you fail to return an item, you will ultimately be issued with an invoice for the replacement cost.

Users of the libraries are requested to behave courteously and with respect to other users and staff at all times. Disturbance of other users and staff will be treated seriously.

- Any theft or attempted theft of university property or other user's property will be treated seriously.
- Writing or scoring in or causing damage to any book, journal or other item is strictly forbidden. Anyone damaging material in any way may be required to replace the damaged item with a new copy.
- Tampering with or causing damage to any equipment or furniture is strictly forbidden. Anyone damaging equipment or furniture may be required to replace the damaged item.

In addition, you are expected to:

- Clear study spaces after use in order to leave them tidy for the next user. Look after personal belongings that you bring into buildings. You are responsible for the safety and security of your equipment. The University does not accept responsibility for loss or damage to personal belongings.

You should:

- a) Refrain from violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language.
- b) Treat all property with respect
- c) Refrain from smoking in or near the libraries. The university has a no smoking policy which should be observed at all times. E-cigarettes will be treated as cigarettes under this policy
- d) Refrain from drinking alcohol.
- e) Vacate the premises at closing times and when asked to by a member of university staff or representative.
- f) Show your University Card or Library Card to any member of university staff or their representative on request.
- g) Observe noise restrictions in designated areas, especially in the silent study areas of the libraries. Noise should be kept to a minimum in all other areas. If you are disturbed by a breach of this regulation you should inform staff as they may be able to help.
- h) Refrain from reserving individual open access work spaces. Items left in a study space may be removed by staff in order to free up space for other users.

- i) Refrain from consuming hot food, except in refreshment areas. In some designated areas, no food or drink is allowed, except bottled water. These areas will be clearly signposted at the entrance to the floor/area. In other areas, hot and cold drinks and cold food are allowed, but consumption should not cause disturbance to others.
- j) Switch mobile phones to silent or vibrate mode and keep conversations to a minimum to avoid disturbing others. Mobile phones should never be used for conversations in silent study areas.
- k) You should check in to your booked study space within 30 minutes of the booking time or, they will be released to other users. Borrow room keys from the lending desk or designated library service point and return them after use. Vacate rooms in a timely manner. Fines will be payable for late or non-return of keys.
- l) Refrain from placing posters, signs, adverts or notices on any surface other than authorised notice boards.

Finally, University policy prohibits bicycles and scooters being brought into all buildings, including libraries. This includes manual and electric models of bicycles and scooters. The university does not give permission for the use of privately owned e-scooters by any person on any of its UK campuses. For more information our Transport policies can be found on the [Health and Safety webpages](#).

Failure to observe any of the above roles and responsibilities will be treated seriously. The Director of University of Nottingham Libraries or designate is empowered to withhold access to the use of facilities and services or to take other appropriate action.

Procedural steps

The Director of University of Nottingham Libraries is responsible for maintaining order in Libraries. In the case of disorderly or improper conduct, the Director of University of Nottingham Libraries, a designate, or any member of staff or other persons authorised for the purpose, may require you to withdraw from the building and may withhold the use of the facilities and services.

Other immediate sanctions may include library fines and administrative charges (up to a maximum of £150). Infringement of these regulations may result in disciplinary action in accordance with the University disciplinary procedures. Infringement may also result in the use of facilities and services being withheld, fines and administrative charges being incurred and/or direct contact with Academic Schools about your behaviour.

With regard to students, the Director of University of Nottingham Libraries, or designate are empowered to deal summarily with alleged breaches of these regulations. When an alleged breach of these regulations appears to call for a penalty greater than or different from those allowed summarily, the Director of University of Nottingham Libraries will refer the case to the University Assessor.

Internal, Statutory or Regulatory requirements (where applicable)

Use of library facilities must conform to the requirements of the:

- Data Protection Act (2018)
- Human Rights Act (1998)
- Copyright, Designs and Patents Act (1988)
- Privacy and Electronic Communications (EC Directive) Regulations (2003)
- Freedom of Information Act (2000) and all other relevant legislation.

Your access to and use of electronic resources may be subject to contractual arrangements and licences with vendors. These may limit the:

- Categories of persons who may use them
- Number of simultaneous users
- Locations from which networked services are permitted.

All users of electronic resources must comply with the conditions of contracts and/or licences associated with the resources. The following particular restrictions must be respected at all times:

- Copyright restrictions
- Download limits
- Re-transmission of copyright material
- Electronic storage of material
- The integrity of rights-management information

Unless otherwise stated explicitly in the terms and conditions for a particular resource or service, subscription-based electronic resources are provided for personal, educational use only. Any commercial uses by an individual, or for other persons (connected or not to the University of Nottingham), are strictly forbidden

Associated documents, appendices and resources

[University of Nottingham Policy Finder](#)

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