

Library Regulations

The library has the following regulations to ensure the quality of our user experience and services.

Membership

The following groups of people can join our library:

- GCU Staff and students
- Alumni
- Community users
- School pupils
- SCONUL members

More information about [membership](#) can be found on our web pages.

Borrowing

You need a membership card to borrow items. For GCU staff or students, your staff or student card is your membership card.

You are responsible for:

- keeping your membership card safe and not letting anyone else use it
- keeping items you borrow in good condition and not passing them on to anyone else
- returning items on time
- paying for items you lose or damage

There is more information about [borrowing](#) on our web pages.

Study Pod and Room Booking Policy

Bookings for library study pods and rooms must be made by the individual intending to use the space. While other users are welcome to be present during the booking, the person who made the reservation must be using the room and remain present throughout the booking period. This individual is also responsible for ensuring the space is left clean and tidy for the next user.

If you repeatedly fail to attend your booking without cancelling you may be blocked from making further bookings.

Environment and conduct

- You must present your membership card if asked by a member of GCU staff
- Levels 3 and 4 are for silent, individual study
- Smoking or the use of e-cigarettes or vaping is not permitted anywhere in the library
- Eating and drinking is permitted in the library. Users are responsible for keeping their working areas tidy and removing any food and litter
- Users must be mindful of others using the library and avoid any behaviours that disturbs other people, such as making too much noise (including listening/speaking on electronic devices)
- It is not permitted to leave items unattended in the library

Library Regulations

- No posters or leaflets can be displayed or distributed on Library premises without permission

Copyright

Users must follow Copyright legislation when making copies. There is more information on the [copyright](#) web pages.