Library Regulations

We have rules to help maintain and improve the quality of our services. Our services and resources, including electronic ones, are for educational use only. Our Director may change services, including opening hours, whenever necessary.

Membership

We hold information about our members under the terms of the Data Protection Act, 1998 and subsequent amendments. These groups of people can join our library:

- Members of our Court and Senate
- Our staff, registered students and researchers
- People attending courses approved by us
- Staff of other institutions where we have reciprocal agreements, or if our Director approves their membership
- Other people approved by our Director
- External users
- Mentors (clinical supervisors)

There is more information about membership on our web pages.

Borrowing

You need a student or staff ID card to borrow items. Some of our material is for reference use only. Our Director can take away your right to borrow.

You are responsible for:

- Keeping your ID 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. We will try to send you reminder notices but you should not rely on these. There are fines and other penalties for late returns
- Paying for items you lose or damage

There is more information about borrowing on our web pages.

Environment and behaviour

To keep a good working environment for everyone, we do not let you:

- Smoke (including e-cigarettes or vaping)
- Eat or drink anything other than cold food or snacks or bottled water when on levels 2, 3 or 4 of the library
- Make too much noise (including talking on mobile phones). Some floors are for silent study only
- Reserve seats
- Do anything else that disturbs other people

If the Director, or the senior member of staff present, thinks that your behaviour is not acceptable, they can suspend you from using our services. We will use the code of student conduct or the staff conduct and capability policy for more serious bad behaviour.

IT equipment and software

When you use our equipment, you agree to keep to our IT regulations.

Security

We have electronic security systems to stop theft. If the alarm sounds, please check you have had all your borrowed items issued to you. If it is a false alarm, go to The Library Desk on level 0. (Our staff can ask you to open bags, briefcases or other containers, and can check any library items you have, whether or not the alarm has sounded.)

If there is an emergency, leave the building immediately, following any instructions you have been given or see on notices.

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