Library Regulations

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

Membership

These groups of people can join our library:

- GCU Staff and students
- Associate staff
- Members of Court
- People attending GCU approved courses
- Mentors (clinical supervisors)
- GCU alumni resident in the United Kingdom
- Staff and students of other institutions where we have reciprocal agreements
- Members of the public
- Individuals approved by the Director of Library Services

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

Borrowing

You need a membership card to borrow items, for GCU staff or students your student or staff 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. There are fines and other penalties for late returns.
- paying for items you lose or damage.

The library has an electronic security system. Library staff can ask users to open bags or other containers and can check any library items whether or not the alarm has sounded.

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

Environment and conduct

- Smoking or the use of e-cigarettes or vaping is not permitted anywhere in the library.
- Eating and drinking is permitted in the library but only cold food and snacks or bottled water are allowed on levels 2, 3 and 4.
- Users must be mindful of others using the library and avoid any behaviour that disturbs other people such as making too much noise (including talking on mobile phones).
- It is not permitted to reserve seats in the library; unattended belongings will be removed by library staff and deposited with Campus Security.
- Users are responsible for keeping their working areas tidy and removing any litter.
- 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.

The Director, or the senior member of staff present, can suspend users from using our services if they consider these regulations have been breached. The code of student conduct or the staff conduct and capability policy will be followed in the event of serious misconduct.