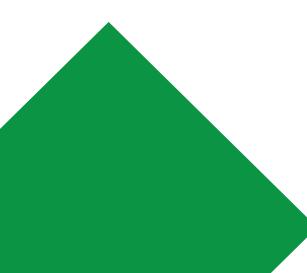# Library Regulations

September 2023

Version 1.1
Approved by the Board of Governors

Introduction

These Regulations have been approved by the Governing body of UK Business School (UKBC) for the benefit of all Library users, and your co-operation in observing them is essential for the common good. They are intended to promote

- Fair access to Library materials, information sources and services

- Maintenance of Library materials, equipment and rooms in acceptable and serviceable conditions

- Maintenance of a quiet environment conducive to study

- To ensure good conduct when using the library services of other Institutions

Please read these Regulations carefully, as ignorance of them cannot be accepted as an excuse for non-observance. The Librarian, or any person nominated by the Librarian, has authority to maintain good order in the library, which may include exclusion or suspension from facilities, any user who contravenes Library Regulations. The Librarian may report to College's Academic Lead any person responsible for serious or persistent breach of such Regulations: such conduct will be considered a breach of College discipline.

The aim of the libraries based at UKBC campus is to provide students with an academic study environment with access to a range of suitable of up-to-date and relevant academic resources designed to support independent learning and research. Students can read and borrow a range of books, journals and make use of IT, photocopying, and printing services.

Library Membership and Access

- Anyone using the Library must be registered as a user. Users will be required to produce their Library Identity card when entering the Library, when borrowing books, and at the request of Library staff.

- Library Identity cards may be used only by the person to whom they have been issued and whose name appears on the card.

- A charge will be made for replacement cards

- All users must notify the Library immediately of any change of postal or email address.

- Students can also make use of IT facilities dedicated for the purposes of research, assignment submission or accessing lecture notes.

- Library staff work closely with programme academics to ensure that collections of printed and electronic materials are up to date and aligned to programme-specific research briefs and match Partners and Awarding Body requirements.

- Students will have access to a range of workshops to aid in the development of their academic, research and referencing skills.

Conduct Expected Within the Library

- All users are required to behave considerately and to respect the study needs of others.

- Mobile devices may be used only in silent mode.

- Users must not mark, deface or damage Library books, or the fabric, furniture and fittings in the Library building.

- Users will be liable for any loss of, or damage to, books or other items while in their charge. Any loss or damage must be reported immediately to a member of Library staff.

- Food or drink must not be consumed in the library, with the exception of bottled water.

- No library equipment may be moved, tampered with or misused in any way. Users losing or damaging any equipment, fixtures or furniture, will be liable to pay the full replacement costs.

- For the security of individual's own data, do not leave computers logged in or unattended.

- All users must leave the Library by closing time and immediately when the alarm sounds or when requested to do so by Library staff.

- Users are responsible for all items issued to their Library Identity card. This responsibility ends only when the item has been recorded as returned on the Library system.

- Books and other loanable items must be returned no later than the due date or earlier if they are recalled by the Library. Fines will be charged on books and other loanable items kept overdue.

- Any items left in the library after closing time will be handed to security at the end of the day, UKBC accepts no responsibility for the loss, theft or damage of any items left unattended in the library.

- Misuse of Library facilities, abuse of staff, or conduct that contravenes the regulations and impacts on other users is forbidden. Any person behaving inconsiderately or inappropriately on Library premises may be required to leave immediately by the Librarian.

Copyright

- All users of Library materials are personally responsible for ensuring that they observe the requirements of the copyright legislation currently in force in the United Kingdom; failure to do so will be regarded as a serious breach of College discipline.

- The College and its partners and awarding bodies take plagiarism very seriously as it is the taking of another person's ideas, writings or inventions and using them as your own. It is an academic offence, and all cases will be treated as serious misconduct.

- If your work is found to be plagiarised, you may be subject to further sanctions in accordance with the *Academic Misconduct Policy* and *Student Code of Conduct and Disciplinary Procedure*.

- Academic workshops are available regularly at the College and will offer guidance on copyright and plagiarism.

Regulations Review

These Regulations will be reviewed every year, unless there are internal or legislative changes that necessitate earlier review. The Policy will be approved by the College's Board of Governors.

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