



# Library Regulations

September 2025

<b>Scope</b>	All Staff and Students at UK Business College
<b>OFS Condition</b>	B2
<b>Strategic Plan</b>	Pillar 1
<b>Access:</b>	Public

Version 1.2  
Approved by the Board of Governors

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## 1. Introduction

These Regulations have been approved by the Governing Body of the UK Business School (UKBC) for the benefit of all Library users. They are intended to promote the following:

- 1.1 Fair access to Library materials, information sources, and services.
- 1.2 Maintenance of Library materials, equipment, and rooms in acceptable and serviceable condition.
- 1.3 Maintenance of a quiet environment conducive to study.
- 1.4 Good conduct when using the library services of other institutions.
- 1.5 Please read these regulations carefully, as ignorance of them cannot be accepted as an excuse for non-observance. The Nominated Library Support, or any person authorised by them, has the authority to maintain good order in the Library. This may include exclusion or suspension from facilities for any user who contravenes any Library Regulations.
- 1.6 The Nominated Library Support may report to the Course Coordinator and/or Associate Dean any person responsible for a serious or persistent breach of these regulations. Such conduct will be considered a breach of College discipline.
- 1.7 The aim of the Library at the UKBC campus is to provide students with an academic study environment and access to a range of up-to-date and relevant academic resources designed to support independent learning and research. Students can read and borrow books and make use of IT, photocopying, and printing services.

## 2. Library Membership and Access

- 2.1 Anyone using the Library must be a registered student or staff member of UKBC. A valid UKBC Student ID or Staff ID must be presented when borrowing books or when requested by the Nominated Library Support.
- 2.2 Students may borrow up to four items at a time. Standard loan periods are four weeks, although some high-demand items may have shorter borrowing durations.
- 2.3 Students are responsible for all borrowed materials and must cover the cost of repair or replacement for any items that are lost, damaged, or not returned — with the cost determined by current market prices for a direct replacement.
- 2.4 Students wishing to borrow books or access other physical resources should liaise with Nominated Library Support for guidance on borrowing procedures and loan conditions.

- 2.5 UKBC ID cards may be used only by the person to whom they have been issued.
- 2.6 A charge of £5 will be payable by students if a replacement card is required.
- 2.7 Students can also make use of IT facilities dedicated for research, assignment submission, or accessing lecture notes.
- 2.8 The Library Support Team works closely with academic staff to ensure that printed and electronic collections remain current and aligned with programme-specific research requirements, as well as partner and awarding body expectations.
- 2.9 Students will have access to a range of workshops to support the development of academic, research, and referencing skills.
- 2.10 Academic Practice Tutors are conveniently located within the UKBC Library to provide accessible support and guidance when using the study space.

### **3. Conduct Expected Within the Library**

- 3.1 All users are required to behave considerately and to respect the study needs of others.
- 3.2 Mobile devices may be used only in silent mode.
- 3.3 Users must not mark, deface, or damage Library books, materials, furniture, or fittings.
- 3.4 Users are liable for any loss of, or damage to, Library materials while in their charge. Any such loss or damage must be reported immediately to a member of the Library Support Team.
- 3.5 Food and drink may not be consumed in the Library, except for bottled water.
- 3.6 Library equipment must not 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 cost.
- 3.7 For personal data security, users should not leave computers logged in or unattended.
- 3.8 All users must leave the Library by closing time (typically 6:00 pm unless otherwise stated) and immediately when the fire alarm sounds or when requested to do so by the Nominated Library Support.

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

3.10 Books and other loanable items must be returned by the due date or earlier if recalled by the Library. Fines may be charged for overdue items.

3.11 Any personal items left in the Library after closing time will be handed to Security. UKBC accepts no responsibility for the loss, theft, or damage of any unattended belongings.

3.12 Misuse of Library facilities, abuse of staff, or conduct that contravenes these regulations and disrupts others is prohibited. Any person behaving inappropriately or inconsiderately within the Library may be required to leave immediately upon request by the Nominated Library Support.

#### **4. Copyright and Academic Integrity**

4.1 All users of Library materials are personally responsible for complying with current UK copyright legislation. Failure to do so will be regarded as a serious breach of College discipline.

4.2 The College, its partners, and awarding bodies treat plagiarism as a serious academic offence. Plagiarism is the act of presenting another person's ideas, writing, or inventions as one's own.

4.3 If a student's work is found to be plagiarised, they may be subject to disciplinary action under the UKBC Misconduct Policy.

4.4 Academic workshops are offered regularly at UKBC to provide guidance on copyright, plagiarism, and the ethical use of Artificial Intelligence (AI) tools.

#### **5. Regulations Review**

5.1 These regulations will be reviewed annually, or earlier if internal or legislative changes require it. The Policy will be approved by the College's Board of Governors.

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