



University of Edinburgh Library Committee

Wednesday 17th June 2015

Changes to Library Regulations

Description of paper

1. This paper presents updates to the Library Regulations. They were revised most recently in June 2007, and so had become outmoded.

Action requested

2. The Library Committee is asked to review the changes, approve them or suggest further amendments in order that the revised Library Regulations can be brought into use.

Recommendation

3. The Library Management Team recommends that the Committee should approve the changes to Library Regulations, and notify the University Knowledge Strategy Committee.

Background and context

4. Over the last 8 years since the Library Regulations were last revised, significant changes have occurred in the way the Library operates and further changes are anticipated because of the new Library Management Platform being introduced this Summer. There have been other significant changes within the wider University that impact on the Library Regulations - for example, the University's Code of Student Discipline has been replaced by the Student Code of Conduct and the use of mobile devices is prevalent.

5. In order to keep the Library Regulations current, it is necessary to make changes to the Regulations. In order to achieve this end, this paper presents revisions, deletions and additions to the Library Regulations. The Library Management Team intends to present the Library Regulations to the Committee on an annual basis in order to maintain currency in future and avoid the Library Regulations becoming out of date, as they are just now.

6. The current Library Regulations are available on the IS website:
<http://www.ed.ac.uk/is/library-regulations>

Discussion

7. The following text (in paragraph 6.) states the proposed Library Regulations in black font. In order to aid comparison with the current Library Regulations, the text in red and italicised font highlights the changes made.

8. University of Edinburgh Library Regulations Information Services (IS)

[Revised June 2000, Amended October 2001, June 2002, June 2004, June 2007, June 2015]

These Regulations shall apply to all constituent parts of Edinburgh University Library

(Library Site), unless specific provisions to the contrary are included in the Regulations, or displayed in the Library Site concerned.

Amendments to Regulations will be made by the Librarian in consultation with the University Library Committee, reported to the University Knowledge Strategy Committee, and will be published on the IS website.

Update: Regulation updates to be 'reported to Knowledge Strategy Committee', and to be published on the IS website, not 'Library Online'. Previously 'Decisions which are changed from time to time will be made annually at the end of each academic year by the Librarian in consultation with the Library Committee; and up-to-date information will be made available on Library Online'.

Update: Section headings removed

In these Regulations:

- 'item' is deemed to cover all types of library material (e.g. books, journals, electronic resources, laptops, etc.), unless the context in the Regulation specifically limits the type of material;
- 'borrowing' is deemed to include all item transactions, e.g. borrowing, renewing, reserving books;
- 'Library premises' means any space managed by the Library;
- 'Librarian' is deemed to include any member of Library staff acting on behalf of the Librarian to the University.

Update: definitions consolidated. 'Electronic resources' added as an item type. 'Library premises' defined.

1. All users of the University Library must observe these Library Regulations and observe special regulations relating to any Library premises which they may use.

Update: Removed previous requirement to sign an undertaking. Included 'Library premises' to replace 'Library site or department'.

2. Membership of Edinburgh University Library shall be available to all staff and students of the University as defined in University Ordinance 64, paragraph 9, and to such other persons as may be determined by the Librarian in consultation with the University Library Committee.

Update: Publish the Ordinance on the web site alongside the Regulations. Suggestion from Dr Katherine Novosel, Head of Court Services, is to review the Ordinance: however, decision of LMT 19 May 2015 that this is not necessary given the historic nature of the Ordinance.

3. Payment for services may be levied in accordance with charges determined by the Librarian in consultation with the University Library Committee.

4. University Library membership cards, and other cards issued by the University of Edinburgh which include membership of the University Library, are not transferable. Admission to any Library premises shall not normally be granted to users unless they have a current Library membership or equivalent card. These cards must be shown to the Librarian on request, and may be required to gain entry to the Library premises.

Update: 'Library premises' replaced 'constituent part of Edinburgh University Library'. Addition of cards 'may be required to gain entry to the Library premises'.

5. Overdue notices from the Librarian are sent by electronic mail. Email notices are sent to the University email address of staff and students, who are responsible for forwarding to any other email address. Email notices are sent to the email addresses notified by registered Visitors and external users. Billing notices are normally sent by post and email. Any notice sent by the Librarian to the last reported postal address or email address of a user will be deemed to have been received by the user.

Update: Removal of overdue notices being sent by post. Removal of term 'student mail', replaced with 'University email'. Addition of 'Billing notices are normally sent by post and email.'

6. Staff and students are responsible for keeping their current contact details up to date. Registered Visitors and external users are responsible for informing the Librarian of any changes to their current contact details.

Update: separated out from regulation 5, and amended from 'Users are responsible for informing the Librarian of every change of address or email address at home or at work, whether permanent or temporary.'

7. All items borrowed by a user are deemed to be the responsibility of that user while on loan.

Update: new regulation.

8. Users are entitled to borrow no more than the maximum number of items permitted to them at any one time, as determined by the Librarian in consultation with the University Library Committee, except by special permission of the Librarian.

Update: simplified wording from 'Users entitled to borrow items may have on loan at any time no more than the maximum number of volumes permitted to them, as determined from time to time by the Librarian in consultation with the University Library Committee, except by special permission of the Librarian.'

9. Users may not take any item out of the Library without completing the appropriate borrowing procedures. They may be required to satisfy the Librarian that any Library items being taken out of the Library have been borrowed according to the procedures.

Update: removed from here regulation regarding borrowing on behalf of others 'No item may be borrowed on behalf of another user without the presentation of a written request signed by the user in whose name the item is to be borrowed.' And replaced the phrase 'duly borrowed' with 'borrowed according to the procedures.'

Update: removed from here regulation regarding setting of loan periods: 'Loan periods will be determined from time to time by the Librarian in consultation with the University Library Committee.' Deemed to be taken for granted.

Update: removed regulation regarding no use outside of UK, as need to return implicit in reg. 10, and no longer reflects international student needs. 'Borrowed items may not be taken out of the United Kingdom without special permission of the Librarian.'

10. Any item on loan may be recalled at any time, e.g. if required by another user; if required for teaching purposes; or if requested by the Librarian. Recalled items will normally be requested to be returned to the Library from which they were borrowed within 7 days of the recall being placed by the Library (3 days in the case of journals which are available for loan). Where the loan time left is less than 7 days, the recall return time will be shortened correspondingly. It is the responsibility of the borrower to ensure that items on loan can be returned on demand at any time in the semester or vacation.

Update: use of 'journals' in place of 'periodicals'.

11. All items must be returned to the Library Site from which they were borrowed by the date and time specified.

Update: 'time' replaced 'hour' to account for Reserve loan periods, which are by minute.

12. Users who return items after the date or time specified shall be liable to fines on a scale determined by the Librarian in consultation with the University Library Committee. The amount of fines due per item is published on the IS website.

Update: 'time' replaced 'hour' as above. Publication of fines updated to say 'IS website' instead of 'published from time to time by the Librarian in consultation with the University Library Committee.'

13. Only the Library's official record of fine and fee payment being made (held within the user account on the Library Management System) is accepted as evidence of payment. The User account will be blocked and no further items may be borrowed when outstanding fines and fees exceed the permitted limit.

Update: Last version included this in the previous regulation, now separated out. Included fees as well as fines. Consequences of fine and fees (account being blocked) now included as second sentence. Replaces 'Only the Library's official receipt is accepted as evidence of payment of a fine. While a fine over the permitted limit is outstanding, users may not borrow.' Library till receipt not suitable method of

evidence as it does not detail item with fine or fee attached.

14. Any user who, on demand, fails to return an item may be required to pay the costs of replacing it.
15. The Librarian may at any time withdraw any item from loan, subject to appeal to the University Library Committee.

Update: 'loan' replaced 'circulation'.

16. Manuscripts, rare printed books, designated Reference items, and other similar material may not be removed from the area in which they are kept, except by special permission of the Librarian.

Update: Removed the following regulation as deemed unnecessary, due to reduction in practice: 'No user may use or borrow any physical item until it has been recorded in the Catalogue and stamped with marks of ownership.'

17. Items borrowed from other libraries on inter library loan are subject to all Library regulations and additionally, in each case, to the conditions imposed by the lending library.
18. Users must leave Library premises immediately in emergencies, and when requested to do so by the Librarian.
19. Users must comply with the provisions of any relevant legislation, for example, laws relating to a) data protection and b) intellectual property rights including copyright. In relation to b), users must comply with the terms of any license agreement between the University and a third party which governs photocopying, photography, and the use of software and access to data.

Update: order of regulation rearrange to simplify it. Previously: 'Users must comply with the provisions of any relevant legislation as, for example, laws relating to a) intellectual property rights including copyright, b) data protection. In relation to a), users must comply with the terms of any license agreement between the University and a third party which governs, photocopying, photography, and the use of software and access to data.'

20. Users must observe the University of Edinburgh's current Computing Regulations. <http://www.ed.ac.uk/is/computing-regulations>

Update: simplified from 'current regulations governing the use of computing facilities'.

21. Care must be taken of all Library items. No user may mark, mutilate, annotate or damage items, and any marking or damage found must be reported to the Librarian.

Update: removal of the word 'materials' after 'items'. 'Items' used to replace the word 'books' (as now applicable to Laptops for loan, etc). Addition of the word 'damage'.

22. Eating and drinking is allowed only in designated areas in order to avoid damage to Library items, equipment, furniture or premises, and to prevent disturbance to other users. Consumption of alcohol is not permitted on Library premises other than by approval of the Librarian, eg at an organised event. Recycling facilities are provided throughout the Library, and should be used to discard waste.

Update: replaces 'Eating and drinking are strictly prohibited in any part of the Library except in designated areas to avoid damage to Library stock and equipment, and disturbance to other users.' Added: 'Consumption of alcohol is not permitted on Library premises other than by approval of the Librarian, e.g. at an organised event. Recycling facilities are provided throughout the Library, and should be used to discard waste.'

23. Smoking (including e-cigarettes) and the use of matches or lighters are strictly prohibited in any part of the Library premises.

Update: inclusion of e-cigarettes, addition of 'premises'.

24. Use of personal audio players, mobile phones, laptops, tablets and other portable devices must avoid disturbing other users. The Librarian may require devices to be set to a lower volume, switched off, or switched to silent-mode, for example in designated 'Silent' zones of the Library.

Update: replaces 'The use of personal radios, cassette and CD players and mobile telephones is not permitted in the Library to avoid disturbance to other users. Mobile telephones must be switched off, or made mute, in the Library, except in designated Phone Zones.' Removal of specific regulation relating to the use of laptops, and subsumed into above.

25. Coats worn in laboratories must not be worn on Library premises.

26. Users must not bring animals except assistance dogs into Library premises.

Update: changed terminology to 'assistance dogs'.

27. Misuse of Library facilities, abuse of staff, or conduct prejudicial to the proper use of the Library by others, particularly as a quiet place for reading and study, is forbidden. Any person behaving inconsiderately or inappropriately on Library premises may be required to leave immediately by the Librarian.

28. Locked Library facilities (such as lockers or study rooms) may be inspected at any time by the Librarian, and items stored inappropriately may be removed.

Update: 'at any time' replaces 'from time to time'.

29. Personal belongings should not be left unattended or used to reserve seats. Unattended items may be removed by the Librarian.

30. The Librarian may impose financial penalties on users, or suspend or withdraw their membership of the Library in whole or in part, if they contravene these Regulations.

Update: 'financial penalties' replaces 'fines'.

Update: removed ceiling on fine payments, previously 'Fines shall not normally exceed such amounts as may be prescribed from time to time by the Standing Commission on Discipline.'

Update: Removed Regulation: 'Users appealing against fines because of illness must produce for inspection by the Librarian either a University of Edinburgh Certificate of Personal Sickness and / or a medical certificate. The Certificate of Personal Sickness form for staff may be downloaded from the University Human Resources website. A form for students to certify an illness is available from the Library Regulations web page.' We believe this Regulation is unnecessary in practice, and could be applied only to students - no such appeals procedure exists for other users, making the process unfair.

31. Suspension of membership of the Library in whole or in part for a period shall not normally exceed one semester. In extreme cases, withdrawal of membership shall be total.

Update: 'semester' replaces 'term'.

32. Users shall normally be required to make good in whole or in part any damage caused to Library items, equipment, furniture or premises.

Update: removed section heading 'University of Edinburgh Students.'

33. The Librarian to the University, their Deputy and the Director of Library & University Collections are appointed Student Discipline Officers under the Student Code of Conduct. The powers of Student Discipline Officers, together with the procedures governing disciplinary action, are set out in the University's Student Code of Conduct.

Update: text revised to reflect new disciplinary procedure and personnel. Previously 'In cases involving students of the University of Edinburgh the University Librarian and the Director of Library Services are appointed Authorised Officers under the University's Code of Student Discipline, with powers of summary jurisdiction. These powers, together with the procedures governing their use, are fully set out in the University's Code of Student Discipline and General Statement on Student Discipline. Every such case of misconduct involving students of the University of Edinburgh must be reported to the Secretary of the Discipline Committee, and will be held on record.'

Resource implications

9. There are no resource implications.

Risk Management

10. Key risks associated with the proposal are around Education and Student experience and Environment and Social responsibility, as the Library Regulations provide a framework for the appropriate use of the Library. Making the Library Regulations relevant and up to date tends to mitigate the risks.

Equality & Diversity

11. Equality and diversity has been considered, an EqIA is required and is pending.

Next steps/implications

12. The revised Library Regulations will be published on the IS Website in place of the current Library Regulations. Ordinance 64 will be added to the page as a separate link. The University Knowledge Strategy Committee will be notified that the Library Regulations have changed. The Library Management team will review the revised Regulations in 2016 and submit any changes to the Library Committee in June 2016.

Consultation

13. The paper has been reviewed and approved by the Library Management Team.

Further information

14. Further information if required can be supplied by:

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28 May 2015

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Freedom of Information

15. This paper is open.