

Regulations relating to the Library¹¹

1. For the purposes of these Regulations, the University Library comprises the collections, services and facilities provided on the premises of the University Library on the University's Sheffield campus and elsewhere; and the services and resources provided at any location, directly or indirectly, by the University Library across the campus network or the Internet.

2. Admission to and licence to remain on University Library premises, and use of University Library facilities, are conditional upon observance of these Regulations.

3. The following shall be eligible to use the University Library and to borrow materials from it:

Any registered student of the University or member of the University staff in possession of a currently valid U-card

Any other member of the University as defined in Section 2 of the Statutes, except that a graduate who is not currently a registered student may not borrow without the permission of the Director of Library Services

Any other person meeting criteria approved by the Information Services Division Executive.

4. Other persons may be afforded such facilities as the Director of Library Services considers appropriate. In offering such facilities, the Librarian may impose a charge not exceeding that approved by the Information Services Division Executive for the particular circumstances.

5. Persons who are eligible for and hold more than one U-card must declare this entitlement to the University Library and designate one U-card as valid for borrowing. No person may use more than one U-card for borrowing.

6. Users other than registered students and members of University staff must register separately with the University Library. Such users will be issued with an external U-card validated for Library use, or with a University Library ticket. Such users must inform the Library of any change of address.

7. Every user must present a valid U-card or Library ticket when borrowing, and must produce this, or another form of identification, when asked to do so by a member of Library staff on Library premises. U-cards and Library tickets are not transferable.

8. Users must comply with the rules as to loan entitlements and loan periods, return dates, recall periods and renewal conditions published on the University Library's premises and on its printed guides and web pages.

9. Users leaving University Library premises with books and papers may be required to show them at the control point. No material may be removed from the

Library without its loan being recorded. The borrower of an item as shown in the current loan record is responsible for the safe return of that item, and liable for any loss or damage to it.

10. Users must comply with all such additional conditions as may be published in respect of certain services such as interlibrary loans, and access to networked electronic materials.

11. Users must comply with all relevant legal requirements, including those relating to copyright, data protection and computer misuse.

12. No Library material lent to users may be taken outside the United Kingdom without the written permission of the Director of Library Services.

13. Users may be required to pay fines in accordance with rules published on the University Library's premises and on its printed guides and web pages in the case of the late return of borrowed or recalled items, the non-collection of items obtained on interlibrary loan, and certain other acts or omissions; and may be required to pay compensation for loss of library materials. Users' borrowing rights may in addition be suspended. The level of fines shall be approved from time to time by the Information Services Division Executive.

14. Any person behaving inconsiderately or inappropriately on University Library premises may be required to leave immediately by the Director of Library Services or another member of Library staff acting on behalf of the Director.

15. Any breach of these Regulations and any other misconduct relating to the University Library may be dealt with, in the case of students, under the Discipline Regulations, and in the case of members of the staff of the University in accordance with the disciplinary procedures prescribed in the Statutes or approved by the Council. A student or a member of the academic staff may be suspended from access to the premises of the University Library in accordance with those Regulations and procedures. Access to University Library premises and services may be withdrawn by the Director of Library Services from any other person in breach of these Regulations.

16. A person may appeal against the imposition of a fine or other penalty under these Regulations to the Director of Library Services. The grounds for appeal should be submitted in writing not more than 14 days after the notice of the imposition of the fine or other penalty is issued. After consultation as necessary the Director of Library Services shall determine whether or not the appeal shall be upheld. A written response will normally be provided to the appellant, indicating action to be taken where appropriate, within 10 days of the receipt of the appeal.

¹¹ These Regulations apply to students in the Sheffield-based Faculties and to students of the International Faculty visiting the Sheffield campus. Separate Regulations apply to students of the International Faculty, or visiting the City campus, for use of its libraries (www.city.academic.gr/docs/ifgenspec.pdf).

17. A person who remains unsatisfied with the decision of the Director of Library Services may within 10 days of the notification submit an appeal in writing to the Pro-Vice-Chancellor for Information Services, who after consultation as necessary, shall determine whether or not the appeal shall be upheld. A written response shall normally be provided to the appellant, indicating action to be taken where appropriate, within 28 days of the receipt of the appeal. Where a person's borrowing rights have been suspended the Director of Library

Services shall have discretion to authorise their reinstatement pending the outcome of the appeal.

18. These Regulations should be read in conjunction with the Code of Practice for the use of the University Library, and information about the University Library and its services published on the University's web pages.