**Library Code**

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# Introduction

1. This code for the use of the university’s library services (the ‘Library Code’) is issued by the university librarian under Section 4 Use of Premises and Resources [University’s General Student Regulations](https://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/general-student-regulations/)
2. The library code applies to all the libraries. The purpose of the library code is to enable all users of the libraries to benefit equally and fully from the facilities available. Those who fail to observe the provisions of this code may be subject to the university's [Student Conduct Regulations](https://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/student-conduct/) which are intended to ensure a safe, supportive environment for work and study for our students and staff. Please read the library code carefully, as ignorance of the code’s provisions cannot be accepted as an excuse for non-observance.
3. The university's regulations, including the [General Student Regulations](https://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/general-student-regulations/), also apply to use of the libraries. In the event of conflict between the library code and the university’s regulations, the university’s regulations shall prevail. The library code is also governed, in the case of network and computer facilities, by the [JANET (Joint Academic Network) Policies and Legal Requirements](https://community.jisc.ac.uk/library/janet-services-documentation/janet-policies-and-legal-requirements%22%20%5Co%20%22JANET%20Regulations)

# Access and membership

1. Access to and use of the libraries is available to all currently enrolled students and staff of the university (except where access is suspended, e.g. under the University’s [Student Conduct Regulations](https://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/student-conduct/)). This includes access to services, study facilities, and borrowing resources in the libraries. Access to and use of libraries for visitors is subject to certain restrictions. For further information please see our [visitor access guidelines](http://student.londonmet.ac.uk/library/using-the-library/visitors-and-alumni/).
2. Access and use are also available to university partnership students and to academic staff teaching on the university’s franchise courses. The specific conditions of use, including any restrictions, are set out in the documentation relating to franchise courses.
3. Access to and reference use of the libraries is generally available to non-members of the University, though subject to any publicised restrictions which may apply from time to time. Members of the public may have access to the Library to consult our collections for reference use only. A [membership fee](http://student.londonmet.ac.uk/library/using-the-library/visitors-and-alumni/) is payable except for access to the special collections reading room.
4. All visitors must carry a valid London Met library ID or university day pass. Use of the IT facilities in the library is not generally available to non-members of the university.
5. All users who are not members of London Metropolitan University must abide by the library code. Any breach of the code, or any other form of misconduct, may lead to disciplinary action by the university. If a breach of the code or other misconduct occurs, the university reserves the right to inform any organisation or scheme by virtue of which the use of the library has been allowed.
6. The libraries are adult facilities and staff are unable to supervise users who are under 18. Consequently, applicants for the use of library facilities who are not members of the university or university partnership students must be over the age of 18. Access for children under 18 is only permitted under certain circumstances outlined in the [university policy on the admission of children to University premises](https://staff.londonmet.ac.uk/employment-support/health-and-wellbeing/health-and-safety/policy-guidance-/) Please email library@londonmet.ac.uk for more details in advance of your visit.
7. Animals cannot be brought into the Libraries with the exception of accompanying guide or assistance dogs.

# Borrowing of library materials

1. Users must comply with the rules as to loan entitlements and loan periods, return dates, renewal conditions and other borrowing activities which are published on the library web pages. All material borrowed from the libraries must be properly issued and recorded on the library system in line with an individual's borrowing rights and library loan periods.
2. The maximum numbers of items members may borrow are published on our [Library web pages.](https://student.londonmet.ac.uk/library/using-the-library/borrowing-books/)
3. Material designated for reference use in the libraries is not normally available for loan. In addition, the Library Service reserves the right to prohibit or limit the loan of any item.

## **ID cards**

1. University ID cards (or external borrower cards) are used to record loans, and borrowing can only take place on the production of a valid card. Cards are not transferable and lost cards must be reported immediately to library services. Borrowers are fully liable for all material issued to them up to the time the loss of a card is reported. Please see [here](http://student.londonmet.ac.uk/your-studies/student-administration/id-cards/) for further information on ID card queries or replacement ID cards.
2. Visiting staff and Emeritus staff must report a change of address to the Library immediately. Students are responsible for updating their [personal details](https://student.londonmet.ac.uk/evision/) via Evision.

## **Fines**

1. Borrowers may be required to pay fines in accordance with the rules published on the Library web pages if they fail to return material by the date and time prescribed. Current [fine rates](https://student.londonmet.ac.uk/library/using-the-library/borrowing-books/borrowing-and-renewing/) and further information are on our web pages.
2. Users with outstanding fines or overdue items may not be allowed to borrow further books or loanable items until the fines are paid or reduced below £20 and books are returned or renewed. Library staff shall have power to waive or reduce fines in certain circumstances only. Materials which are already on loan may be reserved by another borrower. When returned, [reserved materials](https://student.londonmet.ac.uk/library/using-the-library/borrowing-books/reserve-a-book/) will be available for collection for a limited period only.
3. The university librarian may, at their discretion, refer students who fail to return overdue items by the due date and who fail to pay the replacement cost of items to the relevant school proctor for action under the University’s [Student Conduct Regulations](https://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/student-conduct/). Normally, this shall only be done after repeated efforts to secure the return of the overdue material or payment of the replacement cost have failed.
4. The use of any items borrowed through the Inter-lending and Document Supply Service is governed at all times by the regulations of the lending library.

## **Unreturned items**

1. Borrowers leaving the University must return all materials on loan and pay all outstanding charges before the end of their course or before they leave. Where materials are not returned then replacement costs for items will be charged. Legal action may be taken by the university and outside agencies may be used to recover material when necessary.

# Conduct in the libraries

## **Incidents in libraries**

1. All students of the university are subject to the university’s [Student Conduct Regulations](https://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/student-conduct/), which are intended to ensure a safe, supportive environment for work and study to the University’s students and staff.
2. Users are required to conduct themselves in a manner which is considerate towards others, including staff and other users. Those who fail to do so may be asked to leave the library immediately and may be referred to the relevant school proctor for action under the University’s [Student Conduct Regulations](https://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/student-conduct/). Verbal abuse of staff will not be tolerated under any circumstances. For serious incidents a note will be recorded on the student’s library record stating “Student involved in incident on [date]”.

## **Noise**

1. Noise and conversation must be kept to reasonable levels in all areas of the libraries. Silence must be maintained in the designated Silent Study Areas of the libraries at all times. In the quiet study zones only whispered conversation is permitted.
2. Anyone who does not obey our study zone regulations may be asked to move to another zone, or to leave the library. Staff may ask to see the user’s ID card and may make a record of having had to ask them to relocate to another zone. Repeated inappropriate noise that disturbs others will be recorded on the student’s library system record and referred to the relevant [School Conduct Officer](https://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/student-conduct/) who is responsible for ensuring that cases are dealt with in a timely, fair, independent and confidential manner and in accordance to University policy, regulations and procedures
3. Mobile phones can only be used in group zones of the library to make calls and ring tones should be switched off at all times. Silent use (e.g. texting) is permitted in all areas of the library. For more information on library zones please see [Study zones](http://student.londonmet.ac.uk/library/using-the-library/study-rooms-and-zones/)

## **Food and drink in libraries**

1. Hot and cold lidded drinks are permitted in all areas of the library except for the Special Collections Reading Room.   Hot, smelly or greasy foods, such as takeaways, may not be brought into, or consumed in the library and cold snack foods are only permitted in designated areas in each library.  The consumption of alcohol is prohibited.  Please see our [Food and drink policy](https://student.londonmet.ac.uk/library/using-the-library/library-code-policies-and-strategy/library-services-food-and-drink-policy/)
2. Smoking, including e-cigarettes, is not permitted in any University building including the libraries. The [University Policy on No Smoking is available on request.](https://staff.londonmet.ac.uk/employment-support/policies-and-procedures/general-policies-and-procedures/)
3. Furniture and equipment must be used in the manner for which they were intended. Seats may not be reserved. Library material or personal effects left unattended in the library may be removed by library or campus staff.
4. Disabled toilets are reserved for the use of users with a disability. Disabled users are also given priority use of the lifts.
5. All users must leave the library by closing time and immediately when the alarm sounds or when requested to do so by a member of university staff.
6. Visitors including Alumni and Sconul Access must leave the libraries at the time shown on our [Visitor web page](https://student.londonmet.ac.uk/library/using-the-library/visitors-and-alumni/)

## **Filming in libraries**

1. Filming in libraries can sometimes cause disruption to users so if people wish to film in the libraries, please email your request to [library@londonmet.ac.uk](file:///C%3A%5CUsers%5Cpenfolda%5CDownloads%5Clibrary%40londonmet.ac.uk). Permission will generally be granted, subject to certain provisos. However, if the filming involves any participants who are not currently members of London Metropolitan University, students must ask their course tutor to act as guarantor for them. The course tutor should email the names of participants to the building manager for the building in which the library is located, including the date and time of the proposed filming, otherwise the external participants will not be allowed to enter

§  Filming/photography must not interfere with the study, research, privacy or safety needs of Library users.

§  Where particular students/users or staff are the focus of the pictures permission must be obtained from individuals who are to be filmed or photographed (consent form).

§  Filmed footage must not be transmitted or broadcast without the permission of those filmed.

§  Filming/photography must not hinder access to fire exits, stairways, exits, doorways or to the stock and resources of the Library.

§  Noise levels must be kept to a minimum to avoid disturbance to Library staff and users. Any equipment used must not cause a health and safety hazard to Library staff and users.

Appropriate behaviour is required in all parts of the Library:

A)    Users of the Library should respect the use of designated silent and quiet study zones.

B)    The use of personal audio equipment is not permitted in the Library if its use disturbs others

C)    Removal/replacement of furniture is not allowed.

1. Filming requests by any person or group from outside the university, should be directed, in the first instance, to the [University's Venue Hire](https://www.londonmet.ac.uk/about/venue-hire/) staff.

# Copyright and data protection

1. All students and staff are expected to comply with current copyright legislation. See: [further information about copyright](https://student.londonmet.ac.uk/library/subject-guides-and-research-support/referencing-and-copyright/copyright/).
2. Observance of the rules relating to copyright is compulsory for all users of the libraries. This applies to all formats of material equally, including print, electronic, video, slides and other media.
3. Users of copying machines within the libraries (including photocopiers and scanners) must familiarise themselves with the relevant copyright rules before copying. Notices near copiers and scanners will outline permitted copying and scanning - if in doubt library staff should be consulted before the machines are used.
4. All users of electronic information resources must abide by the terms of the appropriate licences.
5. The general data protection regulation gives you a right of access (subject to certain exemptions) to the data which organisations hold about you, and specifies how that data can be gathered, used and disseminated. London Metropolitan University has a [Data Protection Policy](http://www.londonmet.ac.uk/about/policies/data-protection/) which details students’ responsibilities. You are also advised to be aware of the [Student Privacy Notice](https://www.londonmet.ac.uk/about/policies/data-protection/student-privacy-notice/)

# Opening hours

1. Opening hours are advertised on the [Library web pages](http://student.londonmet.ac.uk/library/using-the-library/library-locations-and-opening-hours/). In exceptional circumstances these times may be temporarily varied by the university librarian. Any changes to opening hours or additional opening hours will be publicised on the library webpages and at the entrance to each library. The library is closed during statutory holidays and other university closed days as agreed by the university’s Senior Management Team.

# Responsibility for IT equipment and facilities

1. Users must treat all IT equipment in libraries with respect and accept responsibility for the equipment they use. Users of the computers in the library are required to abide by the [IT Policies and Procedures](http://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/it-policies-and-procedures/) covering password guidelines, media loans, conduct, printing, acceptable use, social media and data storage.

# Responsibility for library materials

1. Borrowers are responsible for all items issued to their library / ID card. This responsibility ends only when the item has been recorded as returned on the library system.

## **Lost and damaged items**

1. Users must treat all library materials with care and will be liable for any damage caused or loss of the item and will be required to pay repair or replacement costs. This may be the full cost of replacement or a restitution charge (minimum £50) may be levied. See our [FAQs](https://student.londonmet.ac.uk/library/using-the-library/borrowing-books/borrowing-and-renewing/) on replacing lost, stolen or destroyed items
2. Wilful damage, theft or attempted theft of library materials or equipment will result in users being liable to disciplinary action.
3. Users discovering damaged or mutilated materials within the libraries must report them to library staff. Any attempt to remove such items from a library will be regarded as attempted theft.

# Security and safety

1. Users must have their university ID cards or university day pass available when entering the libraries and must produce them on request. Visiting staff, students and external users must adhere to our [access guidelines](http://student.londonmet.ac.uk/library/using-the-library/visitors-and-alumni/).
2. Users must comply with any request from staff to show identification whilst using the libraries.
3. Requests to vacate areas in the interests of safety and to comply with evacuation procedures must be followed.
4. All items left in the library will be handed to Estates reception staff.
5. Users wishing to carry out any special work in the libraries (e.g. involving the use of cameras or other equipment) must obtain permission from a library supervisor or a manager in advance.

# SCONUL Access

1. All users borrowing from [Sconul Access libraries](http://www.sconul.ac.uk/sconul-access) are liable for any charges incurred including non-return of items
2. If a library user has failed to return any borrowed items to another SCONUL member library, they will no longer be able to borrow from London Met library services and their access to e-resources will be revoked until payment of the overdue and / or replacement charges of the lending library have been settled.

## **Emeritus staff**

1. Library users with Emeritus status may join the [SCONUL access scheme](https://student.londonmet.ac.uk/library/using-the-library/visitors-and-alumni/) which allows them to borrow from other libraries.

# Special collections

1. The reading room is subject to [specific rules](https://student.londonmet.ac.uk/library/using-the-library/special-collections/access-to-collections-and-services/) for use of the reading room which shall be approved by the university librarian from time to time.