

## **AECC Learning Services**

### **Rules relating to Library Use**

We have rules in place to help us maintain an environment that is conducive to study. They are intended to safeguard the interests of all library users and to ensure that everyone can make use of our collections and services freely and fairly.

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#### **Library Rules**

Please note that throughout this document the terms Library and Learning Services are used synonymously.

##### **1. General**

1.1 The rules are determined in consultation with the Learning and Teaching Committee, the Student Staff Liaison Committee and, following approval by the Senior Management Group, form part of the Rules of the AECC. In addition to students, these Rules also apply to staff and visitors to the Library/Learning Services.

1.2 It is a condition of enrolment that a student agrees to abide by these Rules, and all associated regulations, policies and procedures in force at the time of their enrolment/re-enrolment.

1.3 All regulations, policies and procedures referred to within these Rules are available on Moodle or on request from Learning Services ([learningservices@aecc.ac.uk](mailto:learningservices@aecc.ac.uk)).

1.4 It is a condition of enrolment that all students are deemed to have agreed with the rules and regulations of the AECC.

1.5 A student using the services or facilities provided by the AECC must observe the Rules and all associated regulations, policies and procedures relating to such services. A copy of any such rules is available electronically via Moodle may be obtained on request from ([learningservices@aecc.ac.uk](mailto:learningservices@aecc.ac.uk)).

1.6 These Rules do not relate to, or regulate, matters concerning the academic progress of students.

1.7 These Rules, and all regulations, policies and procedures referred to in this document are neither exclusive nor exhaustive.

1.8 The headings given in these Rules are for ease of reference only and shall not affect interpretation.

## 2. Membership

2.1 Admission to the Library is dependent on the observance of its Rules.

2.2 All AECC staff and enrolled students are entitled to be members of the Library.

2.3 Other persons, upon written application to the Head of Learning Services, may be granted permission to use the Library and to consult Library materials for reference purposes.

### **Responsibilities of Membership**

2.4 Persons using the Library must:

a) avoid all noise and disturbance and comply with notices and instructions given by staff to this effect. Quiet conversations are permitted but Library users are asked to be considerate to the needs of others and may be reminded of this by Learning Services staff. Excessive noise and inappropriate behaviour is not acceptable anywhere in the Library

b) not write in, or otherwise deface or damage, material belonging to the Library

c) produce their AECC Identity Card if asked to do so by a member of Learning Services staff or any authorised representative of the AECC

d) allow any materials in their possession when leaving the Library to be inspected upon request by a member of the Library/learning Services staff or any authorised representative of the AECC

e) comply with the conditions in respect of copyright detailed in AECC Copyright Policy

f) in accordance with the AECC Computer acceptable use policy and IT Security Policy, abide by all rules associated with the use of Information, Communications and Technology including any licence restrictions imposed on the use of electronic information, only use materials acquired under educational licence, whatever their format, for the non-commercial educational purposes of the AECC and use must also be in accordance with any additional licence restrictions articulated on the materials

g) in accordance with the AECC IT Security Policy relating to use of personal login data and the terms and conditions of Learning Services online databases and e-resources, keep all passwords issued for accessing resources strictly for their own personal use

h) not leave possessions unattended; Library users are responsible for their own property whilst using the Library

i) not bring hot food into the Library but cold snacks and drinks with lids can be consumed quietly. Consumption of alcohol is not permitted

j) not reserve study desks, the reservation of places is not allowed. Library staff may remove books and other articles which have been left for more than 30 minutes.

### **3. Borrowing library materials**

3.1 When wishing to borrow Library materials, students and staff should produce their AECC Identity Card.

3.2 No material may be removed from the Library unless it has been borrowed by and issued to the card of the person removing it.

3.3 All material is lent at the discretion of the Head of Learning Services and must be returned to the Library on request, whether overdue or not.

3.4 Material may not be transferred from one user to another without being returned to the Library for re-issue.

3.5 The replacement cost of any library materials lost or damaged beyond repair must be paid by the user in whose name they are loaned.

3.6 When returning loans to the Library, the user must hand items to staff at the Library front desk or they should be placed in the returns box in the area outside the Library. When returning loans by post proof of postage must be obtained, users will be liable to pay for the replacement cost of any books that are lost in the mail unless a proof of postage certificate is provided.

3.7 Material obtained from other libraries for use by a library member will be subject to the conditions imposed by the lending library.

### **4. Reserving Library Materials**

4.1 Once a reservation has been placed on an item no renewals are permitted.

4.2 If a recall notice is sent users are expected to return the item immediately.

4.3 When returned, reserved books will be available for collection for a limited period only.

## 5. Overdue loans

5.1 Courtesy emails are sent 1 and 2 days before items are due. These notifications may fail to reach users due to factors beyond the control of Learning Services staff. Each user is responsible for returning or renewing loans on time regardless of receipt of email notifications.

5.2 Further borrowing rights will be suspended after any material is overdue.

Overdue reminders will be despatched as follows:

- Overdue emails: 1, 3, 5 days.
- Immediate loan stop.

a) One day overdue: a notice requesting the return of overdue material will be sent to the email address issued by the AECC

b) Three days overdue: a second notice by email (as in section a above) requiring the immediate return of outstanding loans

c) Five days overdue: a third notice sent, stating that a replacement charge will be levied and fines will be due

d) Eight days overdue: contact user via alternative means (personal email, telephone call etc.) to request that the item(s) are returned immediately, and stating that an invoice for the replacement of the overdue items will be issued

e) One month overdue: Invoice posted to student's home address and cc'd to their college email

f) Two months overdue: second invoice (and cc'd to the Academic Registrar)

g) Three months overdue: Information sent to Registry to prevent re-enrolment for outstanding amounts due

5.3 If overdue material is not returned within 2 months of the first invoice, a further reminder is posted and also copied to the Academic Registrar. The AECC may implement sanctions as outlined in the Student Fees Policy, which may result in the student not being permitted to re-enrol

5.4 On the return of the overdue loan a fine will be payable (see below, Fines).

## **6. Fines**

6.1 Fines will be imposed for breaches of these rules and for offences against good behaviour in the Library and, in addition, borrowing privileges may be withdrawn.

6.2 Failure to receive notices will not invalidate subsequent proceedings.

6.3 All Library users are required to pay fines on any overdue item. If users have difficulty paying library fines they should contact [learningservices@aecc.ac.uk](mailto:learningservices@aecc.ac.uk)

6.4 Unpaid fines of more than £5.00 will prevent students from borrowing further items or renewing existing loans.

6.5 The rate at which fines are charged is set by the Head of Learning Services and may be changed from time to time. Unpaid fines result in borrowing rights being suspended.

6.6 Details of current charges and limits are available on the Learning Services webpages.

6.7 The maximum fine which may be levied for failure to return materials on time shall be £35 per item

6.8 In certain circumstances fines may be waived or reduced at the discretion of the Head of Learning Services.

6.9 Any outstanding fines or other charges, including replacement costs, may result in library facilities being withdrawn until full payment has been made. All students will be expected to clear their outstanding fines and charges by the end of each semester.

## **7. Mutilation or defacement of library materials**

7.1 A sum to cover the full cost of replacement will be payable.

7.2 The offender and the Academic Registrar will be informed if further action is to be taken. Further action may include, as a minimum, the withdrawal of all borrowing rights for a defined period.

7.3 The Procedures of the AECC as set out in the Student Disciplinary Procedures may be implemented in the event of damage to AECC property.

## **8. Removal of material from the library**

8.1 The name of any user found leaving the Library with unissued material will be noted. As a minimum, the user will receive a letter from the Head of Learning Services and the circumstances may prompt action under the Student Disciplinary Procedures. Borrowing rights might also be withdrawn for a defined period. Visitors who are not members of the AECC will be referred to the Executive Director of Estates and Administration and/or Security staff.

8.2 On a subsequent offence borrowing rights will be withdrawn for a defined period and other action may be taken under the Student Disciplinary Procedures depending on the particular circumstances.

## 9. Sanctions

9.1 Failure to abide by the AECC Rules Relating to Library Use may result in the implementation of sanctions as set out in the Student Disciplinary Procedures.

9.2 All members of Learning Services staff and any authorised representatives of the AECC are empowered to enforce the AECC Rules Relating to Library Use.

9.3 Any notice sent by the Library by email to an AECC email address or by post to the last reported address of a user shall be deemed to have been duly sent.

## 10. External Visitors to the Library

10.1 Prospective external users must make written application to the Head of Learning Services.

10.2 The Head of Learning Services has authority to refuse membership to any applicant where such membership may not be in the best interests of the AECC.

10.3 A signed application form signifies agreement to abide by the Library Rules and such other AECC Rules as are applicable.

10.4 There will be a charge for each use of the Inter Library Loans Service.

10.5 Access to Wi-Fi is available to visitors via a third party service.

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