1. These Regulations have been made by Senate for the benefit of all Library users, and your co-operation in observing them is essential for the common good. They are intended to promote

- equitable access to Library materials, information sources and services
- the maintenance of Library materials, equipment and buildings in acceptable and serviceable condition
- the maintenance of a quiet environment conducive to study
- proper conduct when using the Library services of other Institutions

Please read these Regulations carefully, as ignorance of them cannot be accepted as an excuse for non-observance. By order of the Senate, the Librarian, or anyone nominated by the Librarian, has authority to maintain personal responsibility for enforcing strict adherence to the rules of any such scheme and any user who breaks Library Regulations. The Librarian may report to the Vice-Chancellor any person responsible for serious or persistent breach of such Regulations: such conduct will be considered a breach of University discipline.

2. For the purpose of these Regulations:

- "the Library" means any section of the University Library building, including computer areas. Depending on the context, it also refers to the Library service.
- "the Librarian" means the University Librarian or any person nominated by the University Librarian.
- "books"] means any form of information resource.
- "Library card" means the University card or a Library card.

Opening hours

3. The Library shall be open during such periods of the year and during such hours as Senate may from time to time prescribe.

Access and Membership

4. Details of eligibility for access and membership, entitlements and charges are as Senate may from time to time prescribe.

5. Anyone using the Library must be registered as a user. Users will be required to produce their Library card when entering the Library, when borrowing books, and at the request of Library staff.

6. Library cards, including day tickets, may be used only by the person to whom they have been issued and whose name appears on the card.

7. A charge will be made for replacement cards other than for stolen cards where a police incident number is produced.

8. All users must notify the Library immediately of any change of postal or email address.

Conduct

9. All users are required to behave considerately and to respect the study needs of others. A fine may be levied for misconduct.

10. Study areas in the Library may be designated silent, quiet, laptop-free or available for group work. Users must maintain good order and observe the rules applicable to each area. Mobile devices may be used only in silent mode except in designated Phone Zones.

11. The reservation of places is not allowed. Library staff may remove books and other articles which have been left for more than 30 minutes.

12. Users must not mark, deface or damage Library books, their Library card or the fabric, furniture and fittings in the Library building.

13. Users will be liable for any loss of, or damage to, books or other items while in their care. Any loss or damage must be reported immediately to a member of Library staff.

14. Smoking, eating and drinking (except bottled water) are not allowed in the Library. Smoking is not permitted near the entrance to the Library.

15. All users leaving the Library must show all books in their possession if requested to do so whether these belong to the University or not. Users may also be required to open for inspection any bags or other receptacles carried out of the Library.

16. All users must leave the Library by closing time and immediately when the alarm sounds or when requested to do so by Library staff.

17. Animals other than assistance dogs are not allowed in the Library.

18. Photography and filming in the Library are allowed only where prior written permission from the Librarian has been given.

Borrowing

19. No book shall be taken out of the Library until the loan has been recorded on the Library system.

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

21. All books on the open shelves may be borrowed except those temporarily or permanently confined to the Library. Books not on open access may be consulted in the Library, when borrowing books, and at the request of Library staff.

22. Books and other loanable items must be returned no later than the due date or earlier if they are recalled by the Library. Fines will be charged on books and other loanable items kept overdue, as indicated and at such rates as may from time to time be determined.

23. Users with outstanding fines or overdue items may not be allowed to borrow further books or other loanable items or use library facilities until the fines are paid and books are returned or renewed. The Librarian shall have power to remit or reduce fines in any particular case.

24. Books which are already on loan may be reserved by another borrower. When returned, reserved books will be available for collection for a limited period only.

Document Supply

25. Requests for document supply, including loans from other libraries, may be made according to such quotas and charges as the Librarian may from time to time prescribe.

Copyright

26. All users of library materials are personally responsible for ensuring that they observe the requirements of the copyright legislation currently in force in the United Kingdom; failure to do so will be regarded as a serious breach of University discipline in addition to any liability incurred under the law. Members of the University copying and scanning Library books under the terms of any licensing scheme currently in force within the University are personally responsible for ensuring strict adherence to the rules of any such scheme, and any breach of these rules will be regarded as a serious breach of University discipline.

27. All users of electronic information resources must abide by the terms of the appropriate licences.

IT

28. Users of computers in the Library are required to abide by the Regulations for IT Users.

Use of Other Libraries

29. All users who have been granted access to the libraries of other institutions by virtue of their University of Leicester status must abide by the visited library’s regulations. Any breach of these, or any other form of misconduct, will be regarded also as a breach of the University of Leicester’s Library Regulations.

Users who are not members of the University of Leicester

30. All users who are not members of the University of Leicester must abide by these regulations. Any breach of these, or any other form of misconduct, may lead to disciplinary action by the University. If a breach of the regulations or other misconduct occurs, the University reserves the right to inform any organisation or scheme by virtue of which use of the Library has been allowed.

Third Party Insurance

31. A third party insurance policy provides indemnity to the University in respect of its legal liability to compensate persons (including students) who suffer death, injury, or loss of or damage to their property. In order for there to be a legal liability it is normal for there to be established proof of negligence on the part of the University.