

Library Regulations

1. Admission

The facilities of the Library are open to all members of staff and registered students of the University. Other persons seeking to use the Library should refer to the visitor access guide at: <http://www.chi.ac.uk/study-us-0/life-chichester/campus-facilities/library-services>

2. Discipline

All users of the Library are required to adhere to the zoning within the building, paying particular attention to noise levels and the eating of food. Users must obey any instructions from staff, including the production of a campus card or other acceptable means of identification.

Under no circumstances may items be removed from Library premises unless an appropriate loan transaction has been completed. Readers are reminded that any breach of this rule can render them liable to disciplinary action within the University, and also in some cases to legal proceedings.

3. Borrowing

All readers must complete the appropriate loan transaction in order to borrow items from the library. In the case of items not returned or returned in a badly damaged condition the University reserves the right to require the replacement by another copy or the payment of the estimated value. All items must be returned upon request.

Current issues and bound volumes of periodicals, reference books so marked, and other material temporarily or permanently restricted, may not be borrowed except by permission of the Librarian.

a. Short loans

Books in this category may be borrowed for a period normally of two days and will incur a fine of 50 per day if they become overdue. If items are not returned by the due date, an overdue notice will be sent to the user via their University email address.

b. 7 day loans

Books in this category may be borrowed for a period normally of seven days and must be returned by the due date. If items are not returned by the due date, an overdue notice will be sent to the user via their University email address . Items on loan may be recalled, please return any recalled items promptly.

c. Four week loans

Items in this category may be borrowed for a period normally of four weeks and must be returned by the due date. If items are not returned by the due date, an overdue notice will be sent to the user via their University email address. Items on loan may be recalled, please return any recalled items promptly.

d. Loan Limits

- Provided books are not recalled, loans may be renewed.
- Final year students are required to return all loans no later than their course end date.
- Library staff will disclose information on the loans of individual users to other parties in the University only in a very limited number of circumstances. These may include circumstances where the Library is attempting to recover overdue loans, or other circumstances involving disciplinary proceedings. Requests from parties outside the University would be declined unless required by law.
- Students who are away from the University on an extended placement, year abroad or extended study leave should not borrow library items without prior arrangement. Items borrowed under such agreements will remain subject to recall and must be returned promptly at the borrower's expense.
- The Library offers an online reservation service, whereby users may reserve loans online.
- Students with additional needs are encouraged to use the University's Disability Services.

4. Fines and Penalties

- A user who fails to return an item by the required date and/or fails to pay fines due will normally have all borrowing privileges suspended until the matter is cleared. The Library will send out reminders for overdue loans to staff and students to their University email address.
- Disciplinary proceedings may be instituted where there are repeated offences against the regulations, if a user is found in unauthorised possession of Library material or if library materials have been damaged (this includes the removal of pages from books and journals)
- Regulations for the use of computers in the Library follow the University's Computer Use Code of Conduct. Failure to comply with this code may lead to the suspension of Library privileges, disciplinary procedures and, where the offence is covered by the Computer Misuse Act, 1990, to criminal prosecution.

5. Student users failing to return items

Student users failing to return loaned items by the required date will be sent overdue reminders and then an invoice. Failure to pay an invoice will result in the student being declared in debt to the University. Students in debt to the University may be debarred entry to subsequent years, may be liable to further disciplinary action under the Code of Misconduct and will have their assessment results and any certificates due withheld. The University reserves the right to re-claim debt through the courts which may result, for those individuals so referred, in damage to future credit status when applying for loans, mortgages, credit cards, etc.

6. General

Any complaints or suggestions for improvements of the service should be discussed with the Director of Learning and Information Services.