

## **LIBRARY REGULATIONS**

### **1. Introduction**

The Library and Archives Service, based within FX Plus, is a specialist academic resource, which has been developed to meet the learning, teaching and research needs of Falmouth University and University of Exeter, Penryn Campus, staff and students. All members are expected to abide by the Library & Archives Service regulations outlined below, which have been designed to protect the service for present and future users.

### **2. Membership**

2.1 Full Library Membership shall be granted to current staff and enrolled students at Falmouth University, and the University of Exeter.

Full Library Membership is also granted to staff working for Falmouth Exeter Plus and the FXU.

2.2 A limited Library Membership may also be granted to External, SCONUL and Alumni applicants, subject to recognised approval.

2.3 Archives access is subject to the regulations as per the Archives & Special Collections policy (Appendix A)

2.4 Personal identity cards (ID enrolment) will be required for any library transactions. Members may only use their own cards for borrowing and cards should not be lent to other users.

2.5 Members need to adhere to the loan and fines policies currently in place and to return recalled items when advised.

2.6 Members are responsible for keeping their barcode number confidential. All personal information on students held by the library is covered by the General Data Protection Regulations 2018. All communication will be by SMS text service and/or university email. Members wishing to be contacted by letter will need to request this as a variation from default procedure.

2.7 Membership may be withdrawn for breach of regulations and Copyright Legislation licence rules and guidelines at the discretion of the Head of Library and Archives.

2.8 Membership of the Library will cease when staff are no longer officially employed by Falmouth University, the University of Exeter, Falmouth Exeter Plus or the FXU, or students cease to be enrolled at the Falmouth University, or the University of Exeter.

### **3 Rules and conditions of use**

3.1 The Library has a range of different study areas such as quiet study, silent study, group study and members must respect the needs of other users in each of the study areas. Excessive noise, disruptive or inappropriate behaviour are unacceptable and may result in disciplinary action being taken by the respective Institution/Organisation. Further details on behaviour in the library can be found on the website.

3.2 The Library is a no-smoking/no-vaping area.

3.3 Eating and drinking are not allowed in specified areas of the Library. Consumption of any type of alcohol is not permitted in any part of the Library at any time.

3.4 Mobile devices can only be used in designated areas such as corridors and without disturbing other users, and devices with sound recordings should only be used with head phones.

3.5 Members must treat all library property with due care and respect, and will be held responsible for any damage. Members will be liable for full replacement cost for lost and/or damaged stock, or failure to return library stock. Legal proceedings may be instigated when library stock has not been returned once members have left the Institution/Organisation

3.6 Personal property brought into the Library remains the responsibility of the owner. Personal belongings should not be left unattended as the Library cannot be responsible for any loss or damage.

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