

# University of Westminster Library and Student Centre Regulations

## Table of Contents

<b>1. Introduction</b> .....	<b>1</b>
<b>2. Library Membership</b> .....	<b>2</b>
<b>3. Conduct when using Library and Student Centre spaces and services</b> .....	<b>2</b>
<b>4. Security and Safety</b> .....	<b>4</b>
<b>5. Borrowing library materials</b> .....	<b>4</b>
<b>6. Returning library materials</b> .....	<b>5</b>
<b>7. Use of online resources</b> .....	<b>6</b>

### 1. Introduction

1.1. The primary purpose of the Library and Student Centre is to support the learning, teaching and research of the students and colleagues at the University of Westminster. Our library spaces are intended to be welcoming and inclusive environments that promote study, learning, and research; we aim to ensure that all library users have a positive experience of our libraries. Achieving this aim requires a partnership between the Library and its service users, with everyone conducting themselves in a manner that is responsible and respectful to others.

1.2. These regulations apply to all users of our library services: students, alumni, colleagues, and external users. Any person who enters our library spaces, uses the library print and online resources, or seeks advice from the Student Centre in person or through the online chat and enquiry services agrees to observe these regulations; users are responsible for familiarising themselves and complying with these expectations.

1.3. Our library regulations are part of the [Student Code of Conduct](#), which sets out the University's expectations regarding behaviour on site. This is also

inclusive of other University wide policies cited in the Code of Conduct, most notably the '[IT Acceptable Use Policy](#)', '[Diversity and Dignity at Work and Study Policy](#)', and the '[Safety, Health and Wellbeing](#)' policies. Any breach of the [Student Code of Conduct](#) or Library Regulations may be treated as a disciplinary matter under the University's Student Disciplinary Procedure.

1.4. The regulations below detail examples of activities that are permitted or not permitted when using Library spaces and services. This is not an exhaustive list; any behaviour in the library that contravenes the Student Code of Conduct may lead to disciplinary action and it is the responsibility of the library user to be familiar with the [Student Code of Conduct](#).

1.5. Please note that section D5 of the [Student Code of Conduct](#) states that “Failing to comply with any direction or restriction, imposed by the Librarian in respect of the use of Library facilities” is an offence under the code. This should be taken as referring to all library and student centre colleagues and security officers.

## 2. Library Membership

2.1. Students and colleagues may use the space and resources in the University library according to the rights defined by their membership category.

2.2. [Authorised external users](#) must complete the registration process and produce a valid ID before using the library space. External users should check information about permitted hours of access and other restrictions before visiting.

2.3. University of Westminster ID cards also serve as library cards for internal library users. In the instance of losing their ID card, students should follow the instructions on the [university website](#).

## 3. Conduct when using Library and Student Centre spaces and services

3.1. All students and colleagues have the right to carry out their work and study in library spaces and use online services without intimidation or aggression from others. This includes verbal abuse, racial harassment, sexual harassment, violence and intimidating behaviour. Any such incident will be

in breach of these regulations and the Student Code of Conduct. They will be dealt with under the University's Disciplinary Procedures.

- 3.2. The Library is to be used for academic study, research, and the consultation of its collections and associated materials. Library and student centre colleagues and security officers may ask service users to leave the library if they are using it for social or recreational purposes or disrupting the study environment.
- 3.3. Library users are responsible for creating a safe, inclusive and respectful environment that is conducive to study and research in the following ways:
  - 3.3.1. Treating other library users, library and student centre colleagues and security officers with dignity and respect in person and online.
  - 3.3.2. Engaging respectfully with library and student centre colleagues and security officers when being asked to follow a particular instruction regarding use of the library spaces.
  - 3.3.3. Behaving appropriately in the different study zones. Silence must be observed in all silent study zones and phones kept on silent. Talking is permitted in group study zones, but this must be kept at a reasonable volume; library and student centre colleagues or security officers may ask for groups to be quieter if there is excessive noise. Audio on any device should be played through headphones to avoid disturbing others.
  - 3.3.4. Leaving promptly when the library is closing.
  - 3.3.5. Not sleeping in the library, including during overnight opening hours.
  - 3.3.6. Not smoking or vaping in any library spaces (the Student Code of Conduct and University Smoking Policy prohibits smoking and vaping on all University premises)
  - 3.3.7. Only consuming cold food, and non-alcoholic hot and cold drinks in the library. Hot food and takeaways are not permitted and anyone consuming these in the library spaces will be asked to leave.
  - 3.3.8. Disposing of all rubbish in the bins provided and ensuring that study spaces are left clean and tidy.
  - 3.3.9. Not misusing, stealing or damaging Library materials, property, equipment or premises in any way.
  - 3.3.10. Abiding with all other aspects of the Student Code of Conduct when using library spaces and services.

#### 4. Security and Safety

- 4.1. Library users should always keep their belongings with them; unattended items may be removed.
- 4.2. University ID cards must be displayed at all times when in university buildings, including the Libraries. IDs must be presented when requested by library and student centre colleagues or security officers. External library users must present their relevant external user card.
- 4.3. The University libraries operate an RFID-based security system to ensure no items are removed without authorisation. If the security system is activated when a user leaves the premises, a library and student centre colleague or security officer will establish whether University library material has activated the system. If this is the case, the incident may be reported as an attempted security breach and dealt with under the relevant disciplinary procedure.
- 4.4. In the event of a fire alarm or other emergency, library users must leave the library by the nearest fire exit and follow any instructions provided by library and student centre colleagues, security officers and fire marshals.
- 4.5. Library users who experience or observe unacceptable behaviour in the library can contact a library and student centre colleague or a security officer and can also raise a concern through the [student disciplinary regulations procedures](#) or the University's [Report and Support](#) website.

#### 5. Borrowing library materials

- 5.1. Items may only be borrowed using a valid University of Westminster ID card, or and authorised external user library card as detailed in [External Users LibGuide](#).
- 5.2. Individuals other than the named holder are not permitted to use University of Westminster ID cards for the purposes of borrowing library materials unless they are an authorised helper.

- 5.3. Library materials may only be taken from the premises once they have been issued to the user's library account.
- 5.4. Library users are responsible for the condition of all items on loan to them. Materials must not be damaged, defaced by writing or highlighting, or otherwise altered upon their return. Damaged items must be reported to the Student Centre.
- 5.5. Loan periods and borrowing rights are subject to change. The latest information can be found on the [Borrowing and Returning LibGuide](#) page.
- 5.6. One-week loan items are automatically renewed provided they have not been reserved by another user or recalled by the Library, in which case they need to be returned by the due date. It is the responsibility of the user to check their account and know which items they have borrowed and the due dates. The Library will usually send email reminders for recalled items and overdue notices but this is a courtesy and cannot be guaranteed.
- 5.7. Journals, magazines and other "Reference Only" material cannot be borrowed or removed from the library.
- 5.8. When using or borrowing resources, users agree to comply with copyright regulations. Guidance can be found on the [Copyright LibGuide](#).

## 6. Returning library materials

- 6.1. Items must be returned using the self-service machine on, or before the due date.
- 6.2. Responsibility for the return of all loaned items lies with the user who borrowed the items. When using the self-service machines to return, users should ensure that they get an email receipt confirming the return.
- 6.3. Failure to return an item on time will result in a temporary suspension of all borrowing and renewal rights for a period equal to the length of time the item was overdue. For example, the return of a book five days late will generate a block for the following five days, including weekends and bank holidays.

6.4. An account block may also prevent borrowing of other resources, including short-term Macbook loans.

6.5. The library does not issue fines for late item returns.

6.6. Any loss of library materials must be reported immediately to the Student Centre. All lost items must be paid for or replaced; any replacement costs incurred are not refunded if the item is subsequently found. Borrowing rights may be suspended until full payment has been made.

6.7. Items borrowed from other libraries on the user's behalf using the "Can't find what you need?" service must be returned by the due date listed on the slip attached to the material. The return dates are governed by the lending institution and cannot be automatically renewed. The University cannot overrule any lending decisions.

## 7. Use of online resources

7.1. Online resources (including online journals, e-books and databases) must only be accessed through the user's own University of Westminster username and password or other login credentials provided by the Library. Usernames and passwords must not be shared with any other parties.

7.2. Use of online resources (online journals, e-books and databases) must conform to the Copyright Regulations and usage policies indicated by each publisher or supplier.