Library Regulations

Library Opening Hours

11.1.
Information on Library opening hours for the Colchester, Loughton and Southend campuses is available on the Library website at: http://libwww.essex.ac.uk/hours.htm

Admission to the Library

11.2.
All members of the University as defined in Ordinance 1 are entitled to use the Library as readers. Members of the public and visitors to the university may apply, in writing, to the University Librarian for access to the Albert Sloman Library (ASL) at Colchester and may be required to provide a written recommendation. External readers associated with commercial organisations and businesses will be charged a fee if they are permitted to use the Library.

11.3.
The right of borrowing from the Library under the conditions laid down in the Regulations is granted to the following:

- members of Council,
- employees of the university, including academic, research and professional services staff,
- and registered students of the University.

Members of the public and external library users may be granted borrowing rights at the discretion of the University Librarian or his/her representative. External library users associated with commercial organisations and businesses will be charged a fee, at a rate determined from time to time by the University Librarian, if they are granted borrowing rights.

11.4.
The right to access the Library’s subscribed electronic resources is granted to university employees, including members of academic, research and professional services staff, and registered students of the University. Members of the public and external library users may be granted ‘walk in’ access to some electronic resources via PCs on the library premises, in compliance with existing licensing agreements and at the discretion of the University Librarian. Users associated with commercial organisations and businesses will not be granted access to subscribed electronic resources, in compliance with current licensing arrangements for academic institutions.

11.5.
In registering as a student of the university all students agree to abide by the Library Regulations. It is the reader’s responsibility to ensure that the contact information held by the University is up to date.

11.6.
All Library users should carry their University ID card or Library card as a means of identifying themselves as registered users of the Library. Such identification may be requested at any time by Library staff.

Borrowing

11.7.
No books shall be removed from the Library unless the borrower has first had the loan issued to them. All borrowers must produce their University ID card or a Library card when borrowing items from the Library. If a borrower’s Library card or ID card is lost or stolen, the matter should be reported to the Library Helpdesk, and, in the case of students, to the Student Services Hub. Student ID cards may be replaced upon application to the Student Services Hub. Members of staff may obtain a replacement ID card from Human Resources office and all other borrowers may apply to the Library Helpdesk.

11.8.
Reference books, periodicals and books of special value or rarity may not be borrowed from the Library.

11.9.
A borrower is responsible for any book which remains on their Library record. Loans are strictly non-transferrable. Books borrowed by one reader must not be passed on to another but must first be returned to the Library and re-issued.
PERIOD OF LOAN

11.10. The standard loan period for books in the main ASL collection is two weeks during term time. Shorter loan periods apply for books in high demand (one week and four hours). At The Forum Library, Southend, the standard loan period is four weeks and one week for books in high demand. The standard loan period at the Loughton campus library is one week.

11.11. Members of Council and members of the academic research and professional services staff and graduate students may borrow books from the ASL at Colchester, other than those in categories referred to in 11.8. and shorter loan books referred to in 11.10, for extended periods up to the last Friday of the current term.

11.12. The latest date for return for each book will be stamped inside the book or shown on a printed receipt for self-service. Library users are expected to check their online Library record regularly to ensure they are aware of any changes to the indicated return dates for all borrowed items.

BORROWING ALLOWANCE

11.13. Borrowing allowances for all categories of Library user are shown on the Library website.

VACATION BORROWING

11.14. Undergraduate students may borrow books from the ASL at Colchester for vacation periods from two weeks before the end of the term.

11.15. Members of Council and members of the academic, research and professional services staff and graduate students may borrow books from the ASL at Colchester for the next term two weeks before the end of the current term.

RECALL AND RETURN OF BOOKS ON LOAN (COLCHESTER CAMPUS)

11.16. Any library book may be recalled from a borrower while on loan. Where the original loan is for more than one week, the return date may be altered to an earlier date. Borrowers will be notified by email of any change to the due date.

11.17. A borrower who retains a short loan (high demand) book beyond the prescribed loan period may lose the privilege of borrowing this category of books for ten weeks.

11.18. A borrower who has books in his/her possession which he/she failed to return in response to a recall notice will lose the privilege of borrowing any library books until the recalled item is returned.

11.19. Reminders of book return dates will be sent one day before the book is due for return and on the first day the book is overdue, with periodic reminders thereafter including a note of any fines which have accrued.

Library users are expected to check their email account and online library record regularly to ensure they are aware of the return dates for all items they have borrowed.

11.20. A reminder or a specific recall notice will be sent via University email and a ‘final demand’ notice will be sent by post to all current addresses held on the borrower’s record.

11.21. Borrowers from any of the University’s libraries will be held responsible for any book they have on loan and will be required to pay the cost of replacement of any book lost, damaged or defaced whilst in their possession, together with an administrative charge to cover the cost of ordering, cataloguing and processing the replacement item. Where the University Librarian or his/her representative agrees that a replacement copy rather than the cost of the lost or damaged item is acceptable an administrative charge will also apply to cover the cost of cataloguing and processing the replacement copy.
FINES

11.22. The current rates for Library fines levied for overdue items, including the maximum fine applicable, are shown on the Library website.

11.23. Fines and charges for lost books will be regarded as debts to the University and in the case of non-payment a defaulter will be excluded from all further use of the Library services until such debts have been paid. Final year students with outstanding Library debts may be excluded from their graduation ceremony.

Inter-Library Loans

11.24. If the amount of a fine is in question the University Librarian’s decision shall be final.

11.25. Books borrowed from other libraries are subject in each case to the conditions imposed by the lending library.

General (Colchester Campus)

11.26. Silence must be observed in the Library reading areas and in the Postgraduate Study area; quiet conversation is allowed in group study spaces and all other areas of the Library.

11.27. Smoking (including the use of e-cigarettes), and the use of matches or open lights is strictly forbidden in all parts of the Library.

11.28. Food and drink (other than bottled water) is not allowed in designated Library reading areas. Cold snacks and lidded drinks are permissible in the landing and group work areas. Hot and/or smelly food is strictly forbidden throughout the Library building. All food and drink (including bottled water) is forbidden in the Special Collections room.

11.29. All rubbish must be disposed of responsibly using the bins provided.

11.30. The reservation of seats, study spaces or PCs in the Library is not permitted. Books and other articles left on chairs and tables may be removed by the Library staff. The Library accepts no responsibility for personal belongings left in the building.

11.31. All readers leaving the Library must be prepared to show any books or other library materials in their possession to a member of the Library staff, on request.

11.32. A warning bell will be rung thirty minutes before closing time and at regular intervals after that. All readers must vacate the Library by closing time, and may be asked to vacate their seats after the first bell has been rung.

11.33. Any person whose conduct in the Library is disorderly or in breach of Library regulations will be subject to the University's Code of Student Conduct.

The Forum Library, Southend

11.33. Readers using the shared library in The Forum building (Southend) are jointly subject to its regulations and, where applicable, the University Library regulations.

Loughton Campus Library

Readers using the library at the Loughton campus are subject to the University Library regulations where applicable.