



University of Essex



# Library Regulations

**2024 - 2025**

---

Authors:	Library and Cultural Services
Publication date:	1 October 2024
Amended:	May 2025
Review date:	30 January 2026

# Table of Contents

<b>Library Regulations</b>	<b>3</b>
<hr/>	
Scope of regulations	3
Library service standards and opening hours	3
Admission to the Library	3
Electronic resources access and usage	4
Bookable study spaces	4
Borrowing from the Library	5
Borrowing allowance	5
Period of loan	5
Fines	6
Inter-Library loans	7
General (Colchester Campus)	7
The Forum Library, Southend	8
Loughton Campus Library	8
University of Essex Theses	8

# Library Regulations

## Scope of regulations

11.1.

These regulations apply to all users of University of Essex Library & Cultural Services and facilities, both physical and online.

11.2.

Within these regulations, 'item' and 'material' is deemed to cover all types of physical library material e.g. books, journals, DVDs, laptops and other formats and devices.

## Library service standards and opening hours

11.3.

We will deliver and maintain a range of high-quality services to a set of defined service standards, published on our website.

Information on Library opening hours for the Colchester, Loughton and Southend campuses is available on the Library website. Users will vacate the Library at closing times, immediately in emergencies and when asked to by a member of university staff.

## Admission to the Library

11.4.

All members of the University as defined in Ordinance 1 (.pdf) are entitled to use Library Services. Alumni of the university are also entitled to use the Library and may apply to the Alumni Office for an ID/library card.

External users associated with commercial organisations and businesses, members of the public and visitors to the university, may apply for access to the Albert Sloman Library (ASL) at Colchester via SCONUL Access (where eligible), or in writing to the University Librarian, and may be required to provide a written recommendation.

11.5.

In registering as a student of the University all students become members of the Library and agree to abide by its regulations. Employees of the University are also automatically registered as Library members under the same conditions. Other members of the University must sign a Library registration

card agreeing to abide by the Library Regulations. It is the library user'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.

## **Electronic resources access and usage**

11.7.

The right to access the Library's licenced electronic resources is granted to the following users: members of the academic and research staff, professional services staff, and registered students of the University, subject to the individual licence terms of vendors. Members of the public and external 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. External 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.

11.8.

Users accessing the Library's electronic resources must comply at all times with copyright law, publishers' licence terms and the University's IT Acceptable Use Policy.

11.9.

Licenced electronic resources are provided for educational use only. Any commercial uses are strictly forbidden.

## **Bookable study spaces**

11.10

Users must abide by the terms and conditions when using bookable study space, details of which are available on the Library website.

11.11.

The informal 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 and liability for personal belongings left in the building.

## **Borrowing from the Library**

11.12.

The right of borrowing from the Library under the conditions laid down in the Regulations is granted to the following users: members of Council, members of Court, members of the academic and research staff, professional services staff, and registered students of the University. Members of the public and external users for purposes of special study and research may be granted limited borrowing rights at the discretion of the University Librarian or their representative.

11.13.

No material shall be removed from the Library unless the user has first had the material issued to them. All borrowers must produce their University ID card or a Library card when borrowing items from the Library. If a user'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.

11.14.

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

11.15.

A user is responsible for any item which remains on their Library record. Loans are strictly non-transferrable. Material borrowed by one user must not be passed on to another but must first be returned to the Library and re-issued.

11.16.

Users of The Forum at Southend will be subject to the borrowing and fines conditions determined by Forum partners for all loaned material external to the University of Essex collection.

## **Borrowing allowance**

11.17.

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

## **Period of loan**

11.18.

Information on loan periods at the Colchester, Loughton and Southend campuses is available on the Library website. Shorter loan periods may apply for items in high demand.

11.19.

The latest date and time for return of each physical item will be shown on an emailed receipt. Library users are expected to check their online Library record and Essex email account (or registered email address for external members) regularly to ensure they are aware of the return dates for all borrowed items. Failure to comply with due dates may incur penalties such as fines and loss of borrowing privileges.

11.20.

Any physical item may be recalled from a user while on loan and must be returned by the due date. Users will be notified by email with any recall notices and subsequent reminders regarding a change to the loan status.

11.21.

Books will be loaned for seven days and automatically renewed each day up to a maximum of 365 days, after which the borrower will return the item to the Library. If an item is recalled by another user automatic renewal will not occur. Information on the [conditions for automatic renewals](#) are available on the Library website.

11.22.

Users from any of the University's libraries will be held responsible for any item they have on loan and will be required to pay the cost of replacement of any item 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 their representative agrees that a replacement copy of a book, 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**

11.23.

Fines for overdue items are levied when an item has been requested by another Library user, or for late return of a laptop loan. The [current rates for Library fines](#) levied for overdue recalled items and laptop loans, including the maximum fine applicable, are shown on the Library website. Borrowing privileges will be automatically suspended if the total outstanding charges on a library user's record exceed the agreed maximum level, as displayed on the Library website.

11.24.

Fines and charges for lost items 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.



11.25.

Final year students will return any borrowed material on completion of their course prior to graduation or before they leave. Material that has not been returned will be considered lost with the replacement cost and administrative charge added to their Library account for payment. Those with outstanding Library debts may be excluded from their graduation ceremony.

11.26.

If the amount of a debt is in question the University Librarian's decision shall be final.

## **Inter-Library loans**

11.27.

Users are able to request material that is not available in the Library's collections using the Inter-library loans service. Details of eligibility are on the Library website. Physical and digital material acquired from other libraries are subject in each case to the conditions imposed by the lending library. Information about the service are shown on the Library website.

## **General (Colchester Campus)**

11.28.

Any behaviour likely to disturb or inconvenience other Library users is forbidden. Users should respect designated Silent and Quiet study zones and keep noise to a minimum elsewhere in the Library. Devices such as mobile phones and laptops should not generate sounds audible to other users. Headphones should be used when listening to audio. Bookable spaces and appropriate zones should be used to attend online classes or meetings where participation is required, to minimise disruption to other users.

Library staff will respond to noise disturbance notifications and users will follow staff instruction. Where disturbing behaviour continues after staff intervention, the user will leave the Library.

11.29.

Users choosing to visit the Albert Sloman Library whilst accompanied by a child/children must abide by the Policy on Children and Young People in the Library (.pdf). Children are not permitted at Loughton Campus Library or in the Learning Hub at Southend.

11.30.

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

11.31.

Food which is hot and/or with a strong odour is strictly forbidden throughout the Library building. All food and drink (including bottled water) is forbidden in the Special Collections room. Cold snacks and non-alcoholic lidded drinks are permissible in all other library areas. All rubbish must be disposed of responsibly using the bins provided.

11.32.

All users 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.

11.33.

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**

11.34.

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

## **Loughton Campus Library**

11.35.

Users using the library at the Loughton campus are subject to the University's Library regulations where applicable.

## **University of Essex Theses**

11.36.

All newly published University of Essex thesis are made available digitally via the Institutional Research Repository. The [Policy for Thesis Submission, Deposit and Retention](#) (.pdf) is available on the University website.

11.37.

Existing print theses (prior to 2016) will be available in the Albert Sloman Library for reference. Digital copies will be made available by the University, the British Library or its agents, except when permission to consult or digitise a thesis has been withheld at the special request of the author for a period not exceeding five years agreed with the University.



11.38.

We will consider external requests for a copy of a University of Essex thesis, for the purposes of non-commercial research or private study, where an application is submitted by a librarian on behalf of their user.

11.39.

The University may publish the title and summary of the thesis in any way it sees fit and may authorise others to do so.

11.40.

Any person wishing to consult a print thesis must sign an undertaking

- a) not to reproduce the thesis or any substantial portion of it or to quote extensively from it or otherwise make substantial public usage of it without obtaining the written permission of the author
- b) that due acknowledgement will in each case be made whenever such information is published. The author may empower the Librarian to give such permission. (See *Principal Regulations for Research Degrees* 4.18-4.27) (.pdf).

## Document Control Panel

Field	Description
<b>Title</b>	Library Regulations
<b>Policy Classification</b>	Regulations
<b>Security Classification</b>	Open
<b>Security Rationale</b>	Not applicable
<b>Policy Manager Role</b>	Director of Library and Cultural Services and University Librarian
<b>Nominated Contact</b>	libline@essex.ac.uk
<b>Responsible UoE Section</b>	Library and Cultural Services and University Librarian
<b>Approval Body</b>	Senate
<b>Signed Off Date</b>	30 June 2024
<b>Publication Status</b>	Published
<b>Published Date</b>	1 October 2024
<b>Last Review Date</b>	30 January 2025
<b>Minimum Review Frequency</b>	Annually
<b>Review Date</b>	30 January 2026
<b>UoE Identifier</b>	0152

If you require this document in an alternative format, such as braille, please contact the nominated contact at [libline@essex.ac.uk](mailto:libline@essex.ac.uk).