

BANNERMAN LIBRARY REGULATIONS

1. Preamble

1.1 The following Regulations are intended to ensure that Bannerman Library (“the Library”) meets the needs of its users (students, staff and external visitors) and provides a safe and comfortable study environment.

1.2 All Library users are required to comply with these Regulations as they form part of the University’s Rules and Conditions (including the [Student Disciplinary Procedure](#) and [Code of Conduct](#)), which all students and registered users agree to on registration.

1.3 All Library staff are empowered to act upon these Regulations within the remit of their post and subject to any guidance issued by the Head of Library Services or delegate.

1.4 As a general principle, any student who infringes University Rules and Conditions including these Regulations may be referred to the [Office of Student Complaints, Conducts and Appeals](#) (students) for disciplinary action. Staff contraventions will be handled under the auspices of the [Brunel Disciplinary Policy and Procedure](#). Non-Brunel user access and privileges are at the discretion of the Head of Library Services.

2. Access and membership

2.1 The primary function of the Library is to support the teaching, learning, research and administrative needs of Brunel staff and students. Other persons may use the Library as noted below but access to certain collections and services may be restricted.

2.2 In addition to Brunel staff and students, the following categories of prospective users are eligible to use the Library, under specific terms and conditions agreed by the Library. These conditions, which may include a registration fee and annual subscriptions, do not normally include access to electronic resources.

- i. Members of the University Court and Council.
- ii. Alumni of the University and retired Brunel staff.
- iii. Members of institutions with which the Library has a reciprocal access agreement (e.g. [SCONUL](#)) subject to the terms of those agreements.
- iv. Other persons or organisations whose membership has been approved by the Head of Library Services or delegate.
- v. Members of the local community and other visitors over the age of 19 are welcome to apply to use the Library for reference to consult print material that may be difficult to obtain elsewhere. The Library will not generally provide access to visitors below the age of 19 or those outside the University who are studying below first-degree level, unless special permission is granted by the duty manager.

2.3 In line with University Health & Safety Policies, students or staff wishing to bring children under the age of 16 into the Library must obtain consent on each occasion from the duty manager. Consent will only be given when the child is accompanied by a responsible adult who requires access to the Library, and may be revoked immediately if other Library users are disturbed or inconvenienced. See the [University Policy on Children on Campus](#) for further details.

2.4 External users will be required to complete a registration form and provide suitable identification to support registration. In providing such personal information the user will be

consenting to the use of personal data as specified in the [Library Services' Privacy notice](#).

2.5 All Brunel staff and students using the Library must have a valid ID card. These must be shown to Library or Security staff on request. Failure to present a card on request may result in the user being refused entry to the Library or asked to leave.

2.6 Brunel ID and/or Library cards are issued to individuals and are not transferable. Loan of a card to another person so that they can enter the Library is not permitted.

2.7 Lost or stolen cards must be reported to the Library as soon as possible. Replacement cards can be obtained (charged-for service) from the Student Centre or Library Helpdesk when the Student Centre is closed. Items borrowed using a card which has been lost or stolen and not reported will be considered the responsibility of the account holder, including any associated charges or replacement costs.

2.8 Brunel staff and External users must inform the Library of any change of name or contact details and in the case of staff, of any move to another University department. Brunel students should update their home address details in [eVision](#).

2.9 Users are not allowed to bring animals or pets into Bannerman Library except animals required for the aid of a disabled person and these must be approved by the Student Wellbeing Office and registered with the Library in advance. Please note that the RSPCA may be called to remove all unapproved animals.

2.10 Personal transportation devices must not be brought into, or used in the Bannerman Library with the exception of accessibility aids for disabled users.

2.11 The latest opening hours will always be displayed at the Library entrance and on Library web pages.

2.12 Staff working on the Library Reception Desk and/or designated duty manager have the right to refuse entry to anyone deemed unfit by demeanour or conduct.

2.13 No user may enter or leave the Library by any of the entrances or exits other than those designated for the purpose, except in an emergency.

3. Code of conduct for Library users

3.1 The following code of conduct, intended to ensure a suitable study environment, has been drawn up at the request of students and in co-operation with the Union of Brunel Students (UBS). It should be read in conjunction with the general [Brunel Code of Conduct](#).

3.2 Mobile phones

- The use of mobile phones within the Library can be a major cause of disturbance to other Library users. Users must comply with the zoning of the area (see 3.5) and work accordingly.
- All phone tones must be turned off before entering the Library.
- Messaging is permitted as long as it does not disturb other Library users.

3.3 Other equipment

- The use of personal devices able to produce audio output is subject to their use not disturbing other Library users. Users of such equipment may be requested to cease using them altogether if they generate sounds that disturb other users.

3.4 Food & Drink

- Food and drink can permanently damage books and equipment, and create noise and smells which disturb other Library users.
- Hot food is not permitted anywhere in the Library, and entry will be refused on this basis.
- Users eating pungent smelling food and drink and/or food that is not permitted may be asked to consume it outside the Library space by staff.
- Drinks which are in screw-top or lidded containers are permitted.
- Alcohol is not permitted anywhere in the Library.

3.5 Noise

- All users are required to conduct themselves quietly throughout the Library and conversation between users must be kept at a reasonable level.
- The Library provides a range of spaces for the purpose of studying and is zoned to allow for different modes of study. This zoning can change at busy times of the year, and users should check the signage in study areas to confirm the designation, which will be one of the following types:
 - “Quiet Study”: Here users may talk, but are asked to do so quietly to avoid disturbing other Library users.
 - “Silent Study”: In these areas no talking or other noises are permitted. Silence here is strictly enforced and anyone making noise of any type will be asked to move to another area or to leave the Library.
- Anyone considered to be making excessive noise, regardless of the zoning designation, may be asked to leave the Library by Brunel staff.

3.6 Antisocial behaviour

- Antisocial behaviour of any kind will not be tolerated. This includes verbal or physical intimidation, use of abusive or discriminatory language or failure to follow reasonable instructions from Library staff. All such behaviour will be reported.
- Users of the Library should be aware that body cam devices may be used by security staff to collate evidence of any alleged antisocial behaviour (or other contraventions of these Regulations) as part of the disciplinary referral process outlined in section 1.4.

3.7 Filming and Photography

- The use of any camera equipment, for still or moving images, inside the Library is at the discretion of the Head of Library Services (or Nominee), in consideration of copyright, data protection, privacy and conservation issues. Permission must be requested in writing at least 24 hours in advance.
- Before you apply you need to read the [Film and Photography Guidelines](#) and are in compliance with the [Data Protection Act](#).
- If you are a Brunel student and would like to use the Library to film or take photographs as part of your coursework, please send an email to Library@brunel.ac.uk giving more details and times that you are hoping to be in the Library.
- If you are not currently a Brunel student or a member of staff and wish to film on campus, please contact the Conference Office (conference@brunel.ac.uk) in the first instance.

3.8 Promotions and Marketing

- The distribution of any promotional materials including product samples within the Library is forbidden without the prior written permission of the duty manager.
- The displaying or distribution of notices, posters, leaflets and similar by anyone other than authorised Library staff is forbidden without the prior written permission of the duty manager.

3.9 Praying in the Library

- Praying is not permitted anywhere in the Library. The Library is a public space and is not a suitable environment for religious observances. The university provides suitable prayer spaces throughout the day as specified on the [Faith and religion webpages](#).

4. Borrowing Library materials

4.1 Loan periods and quotas applicable to particular categories of material or borrower are determined by the Library in consultation with University stakeholders. These will be clearly displayed on the Library's web pages. N.B. Some categories of material (e.g. periodicals, law reports and theses) may only be consulted in the Library.

4.2 A valid Brunel ID or Library card must be presented in order to borrow items. Users are responsible for everything issued on their card and should not lend cards or items borrowed on them to other people.

4.3 Users are responsible for returning borrowed items to the Library by the due date and time. Items will automatically renew if they have not been requested by another user. After this period items will need to be physically returned to the Library. If the item cannot be renewed a notification will be sent to the user's email address.

4.4 Items are subject to recall if required by other users and in such cases the original due date may be shortened. Charges may be levied for late return of recalled items if the item is not returned by the new due date in response to a recall notice.

4.5 Any item not returned in response to a final overdue notice is regarded as having been lost and the user will be invoiced to cover the costs of replacement.

4.6 Users are responsible for items returned by post until the Library receives them.

4.7 Library materials must not be removed from the Library unless properly issued. Users who activate the Library security system will be asked to return to the Library Helpdesk so that their items can be checked. Unauthorised removal of items from the Library may be regarded as theft.

4.8 Borrowers may obtain material from other libraries through the [Inter Library Loan Service](#). A charge may be made for this service if the allotted personal quota is exceeded to cover the direct costs incurred by the Library.

4.9 Borrowers are responsible for any items borrowed from other libraries and are required to abide by any specific conditions imposed on the use of these items or charges for late or non-return of items where applicable. Lost items are subject to a replacement fee charged at the discretion of the library service from which the material was obtained.

5. Use of Library services and materials

5.1 Library users must observe the [Brunel Acceptable Computer Use Policy](#) when using computers in the Library or devices connected to the Brunel network.

5.2 When using electronic resources (whether on campus or off-site), Library users are required to follow the terms and conditions of the relevant licence agreements for the resource(s) they are accessing via Brunel University London network/authentication. See the [CHEST User obligations webpage](#) for a summary of user obligations.

In particular it should be noted that usernames and passwords for accessing electronic resources must not be disclosed to other users. Any misuse or excessive downloads from any electronic resource subscribed to by Library Services will be treated as suspicious activity and referred to the University's [Cyber Security](#) team for investigation, which may result in further action under the University's disciplinary procedures.

5.3 Users are not permitted to disconnect any Library computers from the network, or to connect their own computer to the network, other than through a wireless connection.

5.4 Library materials must not be marked, defaced or damaged in any way. Users are held responsible for the proper use of materials and equipment and will be asked to pay for any loss or damage to them.

5.5 The Library is not responsible for loss of, or damage to, the personal belongings of its users and visitors. Users must take reasonable precautions against theft of their belongings, and must not leave belongings unattended. Study spaces and PCs may not be reserved by depositing personal belongings or Library materials. Unattended personal property left in study areas may be moved by Library staff in order to make study spaces available and maintain a safe environment.

5.6 Users should familiarise themselves with the fire exits and must follow health and safety procedures laid down by the University. In particular, users must leave the building on hearing the fire alarm and proceed to the appropriate assembly point.

5.7 Users must adhere to current copyright legislation and the copyright licences held by the University.

6. Communications

6.1 Courtesy reminders and other Library notices will be sent to the user's registered email address. Library Services cannot be held responsible for communications that are not received or acted upon.

6.2 Information on the [Library's web site](#) should be regarded as the most current version available.

6.3 Feedback on the Library service is always welcome via the various contact methods available on our [Contact us page](#).

Owner: Head of Library Services

Approved by: Student Experience Welfare Committee, 12 April 2021

Last updated: 01 July 2021