Library Services Regulations
2017/18

Compliance
L1 The aim of these regulations is to ensure that King’s Libraries can be used safely, lawfully and equitably in line with the College’s commitment to the rights and responsibilities of the individual to equality, respect and privacy.

L2 For the purposes of the Library Services Regulations and associated Library Services policies, any activity involving use of spaces, services, facilities or resources provided or managed by Library Services, including libraries, archives, third-party and online services, constitutes ‘use of the library’. Anyone using the library is regarded as a Library User. These regulations apply to all Library Users.

L3 Library Services Regulations in force when a student registers and will normally apply until completion of the programme. View more on L3.

L4 In addition to the Library Services Regulations, Library Users must also comply with all other relevant regulations, policies and procedures as indicated in Academic Regulation G5 – Other College Regulations and Policies. The content of these will not be repeated in the Library Services regulations or policies but will be reflected in any guidance we provide. Examples include:

- You must take reasonable care for your health and safety and that of others in line with the College Health & Safety Policy Statement. This includes paying attention to Health & Safety signage in the libraries and following evacuation instructions from staff.
- If you are utilising services, facilities and resources provided or managed by IT, you must follow the College IT Regulations. This includes student computers, printing facilities, charging equipment, AV equipment, Internet, College networks, and IT credentials.
- You must behave respectfully and appropriately at all times in line with Academic Regulation G27 – Misconduct.

L5 As a user of College facilities you are deemed to be using the facilities under the governance of these regulations. You must not use the libraries in any way that contravenes these regulations or the subsidiary usage and other policies as published by the College.

Access
L6 Except in the case of an emergency evacuation, you must always enter and leave the premises by the designated routes.

L7 You must use an approved ID, membership card or pass to enter and exit library spaces and must carry this ID, card or pass whenever you are using library facilities. View more on L7.
Usage
L8 Library spaces are divided into ‘zones’ designed to provide a range of different learning environments. The activities and behaviours permitted within each zone are outlined in the Library Services Zoning Policy. You must ensure you are aware at all times of the behaviours expected within the library spaces and zones that you are using.

L9 If your conduct falls below the expected standards, this will be regarded as a breach of Library Services Regulations, your identification may be requested, and a record kept and/or misconduct procedures initiated. View more on L9.

L10 The libraries are provided for use in furtherance of the mission of the College, for example to support a course of study or research, or in connection with your employment by the institution. Use of the libraries for personal activities (provided that it does not infringe any of the regulations, and does not interfere with others’ valid use) is permitted, but this is a privilege that may be withdrawn at any point.

L11 Use of the libraries for non-institutional commercial purposes or for personal gain requires the explicit approval of the Principal or nominated deputy.

L12 Library resources must be used only in accordance with appropriate licensing and legislative provisions, library circulation procedures and borrowing limits. Use includes the copying, storing, amending and transmission of information. View more on L12.

L13 You may not make any resources provided by Library Services available to any other person who is not entitled to view, access or use them.

L14 The Director of Library Services reserves the right to charge for spaces, services, facilities and resources. You must read the library charges and fines information on the library webpages before use and pay all applicable charges and fines. View more on L14.

L15 It is your responsibility to monitor your library record (for example, the due dates of items on loan) and ensure that Library Services has your up to date contact details. View more on L15.

Monitoring
L16 The College monitors and records the use of its libraries for the purposes of service planning, management and improvement, detection and prevention of infringement, law enforcement, and investigation of alleged misconduct.

Governance and the primacy of law
L17 All Library Users are required to use College sites, services, facilities and resources provided or managed by Library Services, lawfully at all times.

L18 When using electronic or virtual services (for example, online library resources and enquiry services) you remain subject to the same laws and regulations as in the physical world. It is expected that your conduct is lawful. Furthermore, ignorance of the law is not considered to be an adequate defence for unlawful conduct. When accessing services from another jurisdiction, you must abide by
all relevant local laws, as well as those applicable to the location of the service. You are bound by Academic Regulation G5 – Other College Regulations and Policies when using Library facilities.

**Breaches of regulations**

L19 Breach of these regulations by members of the College is covered by Academic Regulation G27 – Misconduct, the College’s Ordinances and relevant Human Resources Regulations (academic staff), and the College’s Capability and Disciplinary Procedures (for staff other than lecturers, senior lecturers, readers and professors). Breach by any Library User of the regulations and/or the policies and procedures outlined in these Regulations, and specific policies as laid out on the College intranet, may result in the exclusion of that individual from any or all College sites, removal from any or all College sites and/or the suspension or cessation of services.

L20 Information about a breach may be passed to appropriate law enforcement agencies, and any other organisations whose regulations you have breached. The College reserves the right to recover from you any costs incurred as a result of your breach. You must inform the College’s Legal Compliance Manager if you become aware of any breach of these regulations.

**Authority**

L21 These regulations are issued under the authority of Academic Board which is also responsible for their interpretation and enforcement, and which may also delegate such authority to other people.

L22 If you require clarification of any Library Services regulation or policy you should consult a member of library staff.

L23 You must comply with any reasonable written or verbal instructions issued by people with delegated authority in support of these regulations. If you feel that any such instructions are unreasonable or are not in support of these regulations, you may appeal to the Student Conduct and Appeals Office (students) or the Director of Library Services (other users).

**Details of review**

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<th>August 2017</th>
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<tr>
<td>Date of last review:</td>
<td>N/A</td>
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<tr>
<td>Date next review due:</td>
<td>12th March 2018</td>
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<tr>
<td>Responsibility for review:</td>
<td>Library Leadership Team</td>
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