ROY GRAHAM LIBRARY REGULATIONS

The Roy Graham Library (Library) is Newbold's main academic resource centre. The Library is committed to providing good quality and cost-effective library, information and learning services to the academic community at Newbold College of Higher Education.

1. Introduction

1.1. Admission to the Library is conditional upon observation of the regulations. Roy Graham Library staff are empowered to enforce them.

1.2. All users (students, staff, external users, visitors) are required to be aware of and follow the regulations so that other users are not inconvenienced. Following the rules helps all users to make the most of library facilities and resources.

1.3 The act of enrolling at Newbold College of Higher Education constitutes an undertaking to observe existing library regulations and any approved amendments.

2. Membership and access

2.1. All currently enrolled students and members of staff may borrow library material and use library services and resources. This also applies to SDA Church employees engaged in formal Continuing Professional Development run by the College (during the time the CPD activity lasts).

2.2. Student accounts expire at the end of each academic year in September or when a student withdraws from the College.

2.3. Former members of staff, spouses of current members of staff and spouses of currently enrolled students can join the Library as external users without charge.

2.4. All library users must show a valid student or staff ID card or an external library card when borrowing material.

2.5. Cards are not transferable. Library users are responsible for all items checked out in their name.

2.6. Communication from the Library to its users, students and staff, is via their College email.

2.7. Students are required to return all library material before the Awards Ceremony.

2.8. Visitors to the Library must go to the Information Desk and fill in the Visitors' Book each visit.

2.9.   External membership

2.9.1. Persons who do not study or work at the College can apply to register as external users.
2.9.2. External membership per user costs £50 per year, £20 per 3 months, £10 per day (day access). This also applies to former students who are doing doctoral work in other institutions.
2.9.3. Institutional membership - for a group (over 15 users) there is 20% institutional discount.
2.9.4. Requirements for external membership applications: Photo ID (e.g. driving licence or passport); Proof of address (e.g. recent utility bill, or bank statement); Recent photograph in order to complete your application.
2.9.5. External users may borrow material only if it is not required for academic purposes at the College.
2.9.6. The application is subject to the approval of the Librarian.
2.9.7. Unless the College or the Library is otherwise closed (August and second half of December – subject to change), external users may visit the Library Monday – Thursday 9:00 – 17:00 and Friday 09:00 – 12:00 during the semesters and during breaks.
2.9.8. External users are welcome to use parking in front of the side entrance.

3. eBooks and electronic academic journal content

3.1.   All walk-in library users can use the Library's eBooks and ejournals:

3.1.1. Remote access using OpenAthens authentication is available to Current full-time and part-time Newbold students.
3.1.2. SDA Church employees engaged in formal Continuing Professional Development run by the College (during the time the CPD activity lasts).
3.1.3. Current full-time and part-time staff.
3.1.4. Contract lecturers (during the period they are teaching and a reasonable period for preparation before they teach and a reasonable period for marking afterwards).
3.1.5. The Newbold Seventh-day Adventist Church pastoral team.
3.1.6. Seventh-day Adventist church employees and church members if they fall into one of the categories above.

4. Borrowing

4.1.   Borrowing allowances:

Undergraduate students:	15 Books
Postgraduate students:	20 Books
Postgraduate students writing dissertations	25 Books
Staff	25 Books
Newbold College CPD participants	5 Books
External users	5 Books

4.2.   Loan periods:

Regular Loans:	2 weeks
Some CDs & DVDs:	2 days or 1 week
Short Loans:	1 day or 1 weekend

4.2.1. Loan periods may be extended appropriately to allow for delivery/return by post.

4.2.2. Library material may not be taken out of the UK without permission.

4.3.   Due date/time

4.3.1. The borrower is responsible for keeping track of due dates. Material must be returned or renewed on or before the due date or time.

4.3.2. Short Loans are not issued on a 24-hour basis and must be returned or renewed at the Library Information Desk in person or by phone (01344 40**7445**) before 11.00 the day they are due.

4.3.3. All items checked out to students are due at the end of each semester.

4.4.   Renewals of Regular Loans

4.4.1. After the first loan period has expired, material can be renewed for a second period at the Library Information Desk or by email (library@newbold.ac.uk), unless requested by another reader.

4.4.2. If the material is required for a third period, it must be brought to the Library Information Desk. Email the Library (library@newbold.ac.uk) to make arrangements if not on Campus or if the College is closed.

4.5.   Recall

After the first loan period has expired, material can be recalled at any time. It must be returned as specified in the recall notice. Recall notices for students and staff are sent to the College email.

4.8.   Reservations – Regular Loans
Reservations can be made at the Library Office, or by email to
library@newbold.ac.uk. When material becomes available, notification will be
sent by phone or email using the College email.

4.9.   Reservations – Short Loans
Reservations must be made at the Library Office in person, or by phone (01344
40**7445**). Material can be reserved for one day, or one weekend at a time.

4.10.   Overdue notices – late returns
    4.10.1. Two days before a Regular Loan is due, the borrower will receive an
           email listing items that are due soon.
    4.10.2. When material is overdue, another email is generated. Overdue
           notices for students and staff are sent to the official College email.

4.11.   Fines for late returns
All library users who fail to respond to overdue notices or to return material to
the Library when requested to do so, will be charged for replacement copies,
with a minimum charge of £10 per item.

    4.11.1. User will be charged for replacement of any lost items.
    4.11.2. Further loans or renewals will not be permitted to a borrower who
           has overdue items or unpaid fines. Fines should be paid by card at
           the College Reception.
    4.11.3. No refunds will be offered on overdue fines.

Overdue books charges are as follows:

Overdue books	£0.5 per day, maximum £25 per item
Overdue short loan	£5 per day

4.12.   Loss, damage, or non-return
    4.12.1. If user lose a Library book or other type of publication, damage or
           mark it, they will be charged for its replacement. Please contact us if
           you think you may have lost an item you have borrowed - email
           library@newbold.ac.uk
    4.12.2. The charge for any assumed lost item is: current purchase price (or
           standard replacement charge of £35) + £10 processing fee per item.
    4.12.3. If bills for lost items and processing fees are not paid in a timely
           manner they will be registered as a debt to the Newbold College. In
           these circumstances fines accrued on all assumed lost items will be
           payable in addition to the charges above.

4.13. Methods of payment

    4.13.1. Credit/Debit card payments can be processed at the Newbold College Reception, at the following times only: Monday-Thursday 8:30-15:00 and Friday 8:30-12:00.

    4.13.2. Call us on (0134) 4407445 or email library@newbold.ac.uk with your contact details and we will phone you back if you wish to pay charges using your Credit/Debit card.

5. Facilities

5.1. Study desks

    5.1.1. Enrolled students can apply for a named study desk at the Library Office. Priority is given to research students, postgraduate students and students with special needs.

    5.1.2. Library material that has not been checked out or Reference material should not be left over night on the study desk and will be shelved.

    5.1.3. Study desks must be cleared at the end of the academic year or when all coursework has been completed.

    5.1.4. Name labels will be removed from study desks at the end of each academic year.

    5.1.5. Personal belongings on study desks are left at the owner's risk.

5.2. Lockers

    5.2.1. Lockers can be requested at the Library Office for a day or a semester at a time.

    5.2.2. Computer lockers can be requested for a day at a time. Do not leave computers in the lockers overnight.

    5.2.3. Fee for lost key: £10

    5.2.4. Personal belongings kept in lockers are left at the owner's risk.

6. Conduct

6.1. Behaviour

    6.1.1. Library users are expected to treat Library Staff and fellow users with respect and courtesy. The College will not tolerate antisocial behaviour, including:

    6.1.2. Demeaning, abusive, indecent, or offensive language or comments

    6.1.3. Shouting and/or use of aggressive or inappropriate gestures

    6.1.4. Threatening and/or antagonising behaviour

    6.1.5. Verbal or physical harassment

    6.1.6. Comments and behaviour that discriminate on the basis of gender, race, or any of the protected characteristics listed in the Equality Act 2010.

6.2. Care of materials

It is unacceptable to deface library material by highlighting, underlining, annotating, removing or folding pages. Marking in pencil counts as defacing, even if the intention is to rub out the markings.

6.3. Silence

Library users will respect the rights of other users to work quietly in designated silent areas.

6.4. Mobile phones

Phones must be switched to silent mode in the Library.

Mobile phones can be used courteously anywhere in the Library, except:

> 6.4.1. the areas for silent study
>
> 6.4.2. the area outside the offices
>
> 6.4.3. the Information Desk

6.5. Laptop computers, tablets, mobile phones, etc

> 6.5.1. Persons using their own laptops, tablets, mobile phones, etc in the Library do so at their own risk. They are responsible for the security of their own equipment and should always avoid trailing wires and other trip hazards.
>
> 6.5.2. The use of extension leads is not permitted unless approved by a member of the Library staff.

6.6. Personal belongings

Library users are responsible for their own belongings. They may be required to submit their belongings for inspection as they enter and/or leave the Library. Personal possessions should not be left in the Library overnight.

6.7. Lost property

All personal possessions found on the Library premises (named study desks excluded) will be placed in the Lost Property box in the Foyer (Information Desk area). The box will be emptied at the end of academic year.

6.8. Children

We try our best to make our Library safe and welcoming. However, we can never fully guarantee child safety. Therefore:

> 6.8.1. Small children may make short visits to the Library in the company of an responsible adult.
>
> 6.8.2. Children under the age of 16 do not have access to the Library when not in the company of a responsible adult. They should not enter the reading rooms or use computers or other library equipment.

6.9.   Food and drink
Food or drink (other than plain bottled water, hot and cold beverages in spill proof containers) must not be consumed in the Library.

7. Legal issues

7.1.   Library users' details are protected by the General Data Protection Regulation 2016 (GDPR) and will not be disclosed to other users.

7.2.   No library material may be reproduced for commercial purposes.

7.3.   Copying and scanning facilities are provided on the condition that all copying is in accordance with the Copyright, Designs and Patents Act 1988 (CDPA). Any person infringing the provisions of the Act will be deemed wholly responsible for the infringement and is liable to prosecution.

Notices explaining what can be copied or scanned are displayed throughout the Library. Copyright guidance for lecturers is available on the Library website.

7.4.   The Library Operates Closed Circuit Television (CCTV) which may be used to enforce these regulations.

7.5.   Infringements of these regulations will normally be dealt with according to the College's *Disciplinay Policy and Procedures*.