



**NEWBOLD
COLLEGE**
OF HIGHER EDUCATION

ROY GRAHAM LIBRARY REGULATIONS

Policy Owner: Librarian

Reviewed & Amended: January 2025

Approved by: Administrative Committee

Ratified by: Board of Governors

Next Review Date: January 2026

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 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) and the Newbold Seventh-day Adventist Church pastoral team.

- 2.1.1. Student accounts expire in September at the end of each academic year or when a student withdraws from the College.
- 2.1.2. 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.
- 2.1.3. All library users must show a valid student or staff ID card or an external library card when borrowing material.
- 2.1.4. Cards are not transferable. Library users are responsible for all items checked out in their name.
- 2.1.5. Communication from the Library to its users, students and staff, is via their College email.
- 2.1.6. Students are required to return all library material before the Awards Ceremony.
- 2.1.7. Visitors to the Library must go to the Information Desk and fill in the Visitors' Book each visit.

2.2. External membership

- 2.2.1. Persons who do not study or work at the College can apply to register as external users.
- 2.2.2. External membership per user costs £50 per year, £20 per 3 months, £10 per day (day access). This also applies to all former students and those doing doctoral work in other institutions. (Andrews University and Washington University students taking classes at Newbold Campus can use Library study space only. They will be provided with a visitor's card and lanyard in striking colours. If they wish to borrow books, they must pay an external membership fee).
- 2.2.3. Institutional membership - for a group (over 15 users), there is a 20% institutional discount.
- 2.2.4. 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.
- 2.2.5. External users may borrow material only if it is not required for academic purposes at the College.
- 2.2.6. The application is subject to the approval of the Librarian.
- 2.2.7. Unless the College or the Library is otherwise closed (August and the 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.
- 2.2.8. External users are welcome to use parking in front of the side entrance.

3. Access to RGL electronic resources

All currently enrolled students and staff members may access electronic resources with librarian permission.

3.1. Remote access using OpenAthens authentication is available to:

- 3.1.1. 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, a reasonable period for preparation before they teach, and a reasonable period for marking afterwards).

- 3.1.5. Seventh-day Adventist church employees and church members if they fall into one of the categories above.

4. Borrowing

4.1. Borrowing allowances:

Students	20 books
Staff	20 books
Newbold College CPD participants	5 books
External users	5 books
Former staff	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-term loan items are not issued on a 24-hour basis and must be returned or renewed by 11 a.m. the next day at the Library Information Desk, at the Self-Service Kiosk, or by email (library@newbold.ac.uk).
- 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, the 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 you are not on campus or if the college is closed.

4.5. Recall

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

4.6. Reservations – Regular Loans

Reservations can be made at the Library Office, or by email to library@newbold.ac.uk. When material becomes available, a notification will be sent to your College email.

4.7. Reservations – Short Loans

Reservations must be made at the Information Desk in person, or by email: library@newbold.ac.uk. Material can be reserved for one day or weekend at a time.

4.8. Overdue notices – late returns

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

4.9. Fines for late returns

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

- 4.9.1. The user will be charged for the replacement of any lost items.
- 4.9.2. Further loans or renewals will not be permitted to a borrower with overdue items or unpaid fines. Fines should be paid by card at the College Reception.
- 4.9.3. No refunds will be offered on overdue fines.

Overdue book charges are as follows:

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

4.10. Loss, damage, or non-return

- 4.10.1. If users lose a Library book or other type of publication, damage or mark it, they will be charged for its replacement. Please get in touch with us if you think you may have lost an item you have borrowed - email library@newbold.ac.uk
- 4.10.2. The charge for any assumed lost item is the current purchase price (or standard replacement charge of £35) + £10 processing fee per item.

- 4.10.3. If bills for lost items and processing fees are not paid in a timely manner, they will be registered as a debt to Newbold College. In these circumstances, fines accrued on all assumed lost items will be payable in addition to the charges above.

4.11. Methods of payment

- 4.11.1. Credit/Debit card payments can be processed at the Newbold College Reception only during the following times: Monday-Thursday 8:30-15:00 and Friday 8:30-12:00.
- 4.11.2. Call us at (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.
- 4.11.3. Money added to the student and external user ID card for printing and copying is non-refundable.

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 overnight on the study desk; it 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

Defacing library material by highlighting, underlining, annotating, removing or folding pages is unacceptable. 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 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 the 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 a responsible adult.

6.8.2. Children under 16 do not have access to the Library unless they are accompanied by 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 and hot and cold beverages in spill-proof containers) must not be consumed in the Library.

7. Legal issues

7.1. The General Data Protection Regulation 2016 (GDPR) protects library users' details 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 detailing what can be copied or scanned are posted throughout the Library and near the copiers across the College. Additional copyright guidance for lecturers is available on the [CLA 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 *Disciplinary Policy and Procedures*.