

LIBRARY REGULATIONS

Approved	Academic Board
Approval Date(s) (from most recent)	27/01/2017, other approval dates unknown
Date for Review (no more than five years from last approval)	2018
Responsible Officer	Dean
Author(s) and Role(s) from most recent	D. Speed (Dean) and earlier librarians
Related Documents (explicitly cross-referenced)	
Higher Education Standards (2021)	3.3.1, 3.3.3, 7.2.2e
National Code (2018) (if directly relevant)	6.4

1. Circulating library materials may be borrowed by faculty and students of the College from any member library in accordance with the borrowing regulations of the lending library.
2. Borrowing privileges shall be conditional on showing proof of enrolment.
3. Member libraries shall maintain:
 - a. a current written statement of their policies in the public service areas;
 - b. a current statement of the College policy that:
 - i. the policies apply equally to students and staff;
 - ii. the borrowing of material will be construed as accepting the policies of the libraries used by the staff and students.
4. Borrowers shall be notified of overdue material by the library from which material was borrowed. If a Borrower does not respond to the first overdue notice:
 - a. the borrower's library will be notified;
 - b. upon notification, the borrower's library will take steps to assist the recovery of borrowed materials or collection of monies owed;
 - c. the borrower owing money or holding overdue materials is expected to settle the matter with the library which is owed materials or money;
 - d. copies of further communications between borrower and lending library will be sent to the borrower's home library;

- e. the lending library will notify the borrower's home library when the matter has been resolved;
- f. the failure to pay fines or return recalled material will result in the loss of the individual's borrowing privileges at all College libraries;
- g. examination results will not be credited to a student unless all books are returned, the cost of replacement and/or all fines paid;
- h. specific action to be taken against offenders will be determined at meetings of the Library Committee;
- i. if materials cannot be recovered the borrower's home library shall pay for the replacement cost of materials. The borrower's home library means the library of the Teaching Body where the borrower has enrolled.