



use the LRC for consultation and reference only. Members of the public may access some electronic resources on designated terminals, as prescribed by the licence agreement for the individual resource.

- 2.4 No children under the age of 16 may be left alone and unsupervised in the LRC unless taking part in a class organised by the University (e.g. Children's University).
- 2.5 Use of the LRC, or access to its facilities, implies an undertaking to observe these Regulations

### **3. Regulation of Borrowing**

- 3.1 Users

- 3.11 University users who are in debt to the LRC, due to non-payment of fines or through failure to clear accounts on their LRC record, by the end of their course may have their degree certificate withheld and/or will not be allowed to graduate.
- 3.12 If not required by other users, most items may be renewed for a further period. Items can be renewed at the Self Service facility, in person at the Service Desk, by telephone or electronically via the LRC online catalogue. Please note that, under the Data Protection Act, telephone renewals can only be carried out by the person who originally borrowed the items.
- 3.13 A reservation or 'hold' may be placed on most items that are currently on loan. Users will be notified when the item becomes available and it will be held for 'pickup' for 7 days.
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- 4.7 Damage or defacement of books and other items of LRC stock is prohibited. Any damage to, or loss of, LRC materials must be made good to the satisfaction of the Head of Learning Services.
- 4.8 Any defect or damage to a book or other item should be reported immediately to the LRC Service Desk.
- 4.9 Users should report any accident, theft or other incident to a member of LRC staff immediately.
- 4.10 It is the responsibility of the owners of mains-powered equipment e.g. laptops, to have it tested for electrical safety, and their use is conditional upon the owners' acceptance of responsibility for damage to University property caused by their equipment. No floor boxes are to be used, only the designated extension units provided by the University. The University accepts no responsibility for such equipment or for data stored.
- 4.11 The University accepts no responsibility for loss or theft of, or damage to, personal belongings left anywhere in the LRC.
- 4.12 No book or other item of LRC stock may be removed from the LRC unless it has been issued via the Self Service facility or at Service Desk.
- 4.13 The LRC has electronic security systems to prevent the unauthorised removal of LRC materials. Users must comply with the requirements of their operation.
- 4.14 LRC staff can ask that bags, briefcases and all other containers be opened, to check for LRC materials being taken out of the LRC, whether or not the security system has been activated.
- 4.15 Users must leave the LRC immediately on hearing the fire alarm or when required to do so in any emergency. LRC users must comply with directions given by Fire Wardens and Fire Marshals.

## **5. Inter-Library Loans**

- 5.1 An item borrowed from another Library will be subject to the conditions imposed by the lending library.

## **6 Copyright and Licences**

- 6.1 Any photocopying, or scanning, of material or downloading of electronic data must comply with the appropriate copyright legislation, and/or appropriate University or LRC licence agreements.
- 6.2 Some audio-visual materials, software and data are licensed for educational use only; unless otherwise indicated, they may not be copied or used for commercial purposes. The licensing terms and conditions of some software may mean that it is unavailable to external members and other categories of users.

## **7. Breach of LRC Regulations**

- 7.1 The University views very seriously any abuse or misuse of the LRC facilities or services. Any abuse of the LRC facilities or services may be dealt with under the appropriate University Regulations Governing Discipline.
- 7.2 In terms of paragraph 1.4 of the University Regulations Governing Discipline, the LRC Management Team are empowered to deal with minor breaches of the LRC Regulations. Serious breaches will be dealt with under the University Regulations Governing Discipline.
- 7.3 Any LRC user found to be in breach of LRC Regulations will be asked, in the first instance, to show their QMU Smart Card. Details of the person and the offence will be recorded for future consultation, in accordance with the Data Protection Act.
- 7.4 In the case of any breach of LRC Regulations, the Head of Learning Services is authorised to suspend the LRC privileges of any user, for a period which could continue in force up to 3 months after which the breach occurred, and also to impose any

service. Overdue notifications and accounts will be sent to users as outlined in 1.1 above.

- 1.3 Overdue Inter-Library Loans. An item borrowed from another Library through the Inter-Library Loan service will be subject to the conditions imposed by the lending Library. This may ultimately result in the LRC user being invoiced for the replacement cost of the item, plus any administration fee in accordance with the lending library's own regulations.

The LRC may also impose a fine in the event of late returns.

- 1.4 Accounts. All users will be sent accounts for LRC items that are 21 days or more

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