

## LIBRARY AND INFORMATION SERVICE REGULATIONS

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### 1 Introduction

Falmouth University Library and Information Service is a unique specialist resource, which has been developed to meet the learning, teaching and research needs of staff and students. All members are expected to abide by the Library regulations outlined below, which have been designed to protect the service for present and future users.

### 2 Membership

- 2.1 Membership of the Library shall only be granted to current staff and students at Falmouth University.
- 2.2 All student members must be fully enrolled before full membership rights can be granted.
- 2.3 Full borrowing rights will be granted to all enrolled staff and student members and they will have access to all library services.
- 2.4 Registered members must carry with them their personal identity (enrolment) cards at all times and produce on request. These cards will be required for any library transactions. Members may only use their own cards for borrowing and other purposes and cards should not be lent to other users.
- 2.5 Members are responsible for keeping their barcode number confidential. All personal information on students held by the library is covered by the Data Protection Act.
- 2.6 Members have a responsibility to keep the Library informed of any changes of address.
- 2.7 Membership may be withdrawn for breach of regulations and Copyright Legislation licence rules and guidelines at the discretion of the Head of Library and Information Services.
- 2.8 Membership of the Library will cease when staff are no longer officially employed by, or students cease to be enrolled at, the Falmouth University.

### 3 Rules and conditions of use

- 3.1 The Library has a range of different study areas such as quiet study, silent study, group study and members must respect the needs of other users in each of the study areas. Any infringement of this may lead to exclusion from the Library.

- 3.2 Smoking, eating and drinking are not allowed in specified areas of the Library. Mobile phones can only be used in designated areas such as corridors and without disturbing other users and personal stereos should not be used in the Library.
- 3.3 Members must treat all library property with due care and respect, and will be held responsible for any damage.
- 3.4 Personal property brought into the Library remains the responsibility of the owner.