Birkbeck, University of London
Library regulations

These regulations have been designed to help the Library function efficiently and to ensure that it is a safe and pleasant place where you can study. You must also abide by Birkbeck Computing Regulations and all our licence agreements.

In the event of any infringement of these regulations the Librarian (or designated deputy) may take one or more of the following actions:

- Refer the case to College authorities to be dealt with in accordance with the appropriate disciplinary procedures for students and staff.
- Suspend your borrowing rights at Birkbeck and at other libraries with which Birkbeck Library has agreements.
- Temporary or permanent withdrawal of your Library membership.

1. Membership

1.1 The Library's main aim is to provide learning materials and information to Birkbeck staff and students. Others wishing to use the Library should refer to the Library's admissions information, displayed on the Library web site, to determine whether or not they are permitted to use the Library. Priority of access to Library services will be given to members of Birkbeck.

1.2 You must produce a valid Birkbeck ID/Library card each time you wish to use the Library. You must show it to Library staff or other Birkbeck staff if requested to do so.

1.3 If you lose your card or it is stolen you must report this immediately as follows: Birkbeck staff must notify the Estates and Facilities Help Desk (tel. x2001). Birkbeck students must notify the Birkbeck Student Centre. Affiliate members of the Library must notify the Library. A charge will be made to replace cards.

1.4 You must not allow your Birkbeck ID/Library card to be used by anyone else.

1.5 If you are eligible to join the Library under more than one category you will be allocated the single type of membership with the most privileges.

1.6 If your personal details change you must update your student profile / staff HR data / notify the Library as appropriate.

2. Borrowing Library materials

2.1 You cannot borrow items from the issue desk after the time for last loans. This will be earlier than closing time and is displayed in the Library.

2.2 You are reminded that the unauthorised removal of any item from the Library will be considered to be theft. If you activate the security system, your belongings may be searched.

2.3 You are liable for all items issued on your card. Items remain your responsibility until they appear as returned on the Library system.

2.4 You are responsible for returning items to the Library on or before the date and time indicated on the date due label or receipt. You should keep self-service receipts as proof of issue or return of Library materials.

2.5 Library email reminder and overdue notices are sent as a courtesy only.

2.6 A daily charge will be made for late return of items borrowed from the Library. A grace period of 1 week for 7-day and 3-week loans will apply for Birkbeck staff and students only. The current rates of charges will be displayed at the Library issue desk and appear on the Library web site and in appropriate literature.

2.7 Certain categories of Library materials cannot be renewed, including requested items. You must return Library materials once the limit of renewals, stated on the Library web site, has been reached.

2.8 If you have overdue items, your borrowing rights will be suspended until they have been returned or renewed and you have paid any charges that exceed the fines limit. The details may be passed to tutors or to your home institution who will be asked to assist with ensuring the items are returned.

2.9 You should keep receipts as proof of payment of Library charges.

2.10 Items placed in book return bins are not deemed returned until they appear as returned on the Library system. If you return items by post they remain your responsibility until received by the Library.

2.11 If you are a visitor from another institution your borrowing rights may be suspended at the request of your home institution.

2.12 If your Birkbeck Library privileges are suspended or withdrawn, we may pass this information on to other libraries that you are eligible to use.

2.13 If you do not abide by the regulations of other Libraries that you visit under reciprocal schemes you may have your borrowing rights suspended at Birkbeck Library.

3. Loss and damage of Library materials

3.1 You must not damage or deface items.

3.2 If you lose or damage items you will be charged for the cost of replacement plus a processing charge. This is non-refundable.

3.3 You must return all loaned items and clear all outstanding debts before leaving Birkbeck. If you leave Birkbeck with Library materials on loan or other Library debts your degree or diploma certificate may be withheld.

3.4 If you fail to return Library materials or clear Library debts, appropriate action will be taken to recover the items or their replacement value.

4. Behaviour

4.1 You are not allowed to eat or drink (other than bottled water) in the Library.

4.2 The Library is intended to be a place for quiet study. You are expected to make as little noise as possible. You will be required to leave if you disturb others. Certain sections of

the Library may be designated as laptop-free zones and you are expected to observe complete silence when studying in these areas. You must not make or receive mobile phone calls in the Library. You must only use mobile phones in silent mode and must not use any device likely to cause a disturbance in any part of the Library.

4.3 With the exception of guide dogs, animals are not allowed in the Library.

4.4 You may bring children less than 16 years of age into the Library, but must ensure they do not disturb other users. Children must remain under the supervision of an adult at all times.

4.5 If you bring personal property into the Library this is at your own risk. You should keep valuable possessions with you at all times. Items may be removed if left unattended.

4.6 You must evacuate the building immediately on hearing the fire alarm and comply with the instructions given by Library and other College staff.

4.7 You must abide by the current copyright legislation and the terms of the copyright licences held by the College.

4.8 You must treat Library staff and other Library users with courtesy and respect.
Students are required to abide by the Code of Student Discipline,
All users should abide by the College's Dignity at Work and Study Policy

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