ASKHAM BRYAN COLLEGE

Learning Resources Centre Rules and Regulations 2019/2020 **RE17**

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1.   Introduction

1.1   The use of the Learning Resources Centres (LRC) or libraries across all sites implies acceptance of the regulations printed below. All users must observe these regulations, which are designed to protect the interests of all users and ensure the service can carry out its functions efficiently and effectively.

1.2   LRC services to students and staff based at some sites are provided by local service providers. Those who use these facilities are therefore subject to the rules and regulations in force at those provider institutions.

2.   Conduct (See Appendix 1: LRC Users' Code)

2.1   All users must respect the LRC Users' Code while using the LRC.

2.2   LRC staff have the right to ask a person to leave the LRC if they are behaving in any way that is causing a disturbance to other users or not abiding by the LRC Users' Code.

2.3   In accordance with the College's policies and procedures, all users must co-operate by taking proper care of the health and safety of themselves and others. All LRC users must follow any directions by the LRC staff in the event of an evacuation or other emergency. Any accident or hazardous situation should be reported to a member of the LRC staff immediately.

2.4   All users visiting the LRC (York) after 5.00pm during the week and at weekends, will be asked to sign in as part of safeguarding and health and safety guidelines.

3.   Membership

3.1   The use of the LRC is normally limited to use for educational purposes and other purposes as directed by the Senior Management Team of the College.

3.2   LRC membership is available to the following:

- All students registered on a College course that will be issued with their LRC card/ID badge once they have enrolled. The cards are valid until the end of their course
- All staff will be issued with a LRC card/ID badge as part of their induction process. It will be valid until they leave their employment at the College.

Due to safeguarding concerns, members of the public may not use the LRC, unless special arrangements have been made.

3.3   LRC cards/ID badges will be issued by the IT Dept.

3.4   LRC cards/ID badges are not to be used by anyone other than the person named on the card.

3.5   Opening hours are available in the LRC, on the LRC pages of Moodle (including any last minute changes) and displayed on notice boards around the campus. For details of LRC opening hours at other sites, please check notice boards or ask staff.

4.   Loan Entitlements (See Table 1 – Appendix 2)

5.   Borrowing

5.1   LRC users must produce their LRC card/ID badge to borrow items. Some libraries will have a signing out/in book for users who wish to borrow books from the LRC.

5.2   Each user is responsible for all items issued on their card until the items are returned and discharged from the user's record and for the payment of any fines incurred by those items.

5.3   All items borrowed from or through the LRC must be returned in good condition on or before the 'due for return' date.

5.4   The loan period of an item is indicated on the LRC catalogue, on the date label and on signs displayed around the LRC (see Table 2 – Appendix 2).

5.5   All 'Standard Loan' (3 week loan) items may be renewed twice, as long as they have not been reserved by another borrower. All '1 Week Loan' items cannot be renewed.

5.6   If an item has been requested by another user, it cannot be renewed.

5.7   Users are responsible for noting the 'due for return' date of all renewed items.

5.8   Reminders will be sent by college email. These reminders are a courtesy. The LRC does not accept responsibility for fines accrued due to failure to receive a reminder.

5.9   Users may borrow up to the maximum number of items allowed for their category of membership (see Table 1 – Appendix 2).

5.10   Lost or stolen cards should be reported as soon as possible and students will have to pay for a replacement card (see section 11.1).

6.   Items not for Borrowing

6.1   The following items may not be borrowed from the LRC:

- Items that are labelled 'For Reference only' or 'For LRC Use Only'
- Journals (may be borrowed by staff for a class)
- Theses (student projects) – may be borrowed by staff for a class
- Newspapers
- Maps
- Filing cabinet items

7.   Suspension of Borrowing Rights

7.1   Items will not be issued to a user who:

- Has fines of £2 or more
- Has any other LRC debts including fines from the previous year
- Does not have a valid LRC card/ID badge
- Breaches LRC or College regulations
- Has an expired membership.

8.   Renewals

8.1   Items can only be renewed twice and then must be returned for other users to borrow.

8.2   Any item can be renewed unless it has been requested by another user or it is a <u>one week loan item</u>. Users are responsible for returning requested items at their own expense if unable to renew.

8.3   Users may renew items:

- By telephone
- In person, at the LRC desk
- By email
- Post
- Online, using their LRC account, which is available via the LRC catalogue

8.4   Users must quote their LRC card/ID badge number, if renewing by telephone.

9.   Reservations

9.1   Users can make reservations at the LRC desk, with a valid LRC card or online, using their LRC account.

9.2   Reservations must be collected within 7 days. If they are not collected they will be returned to the shelves or used to satisfy another request.

9.3   Users will be informed by email (using the College email accounts) that a request is available for collection.

9.4   Items which are awaiting collection can only be issued to the user who placed the request, unless the original requester gives their permission AND there are no other requests for the item.

10.   Interlibrary Loans

10.1   Interlibrary loans from the British Library are charged at the publicised rates - full details are available from LRC staff.

10.2   Whole issues of a journal cannot be supplied on journals published within the previous six months, in line with British Library policy. However, individual photocopied articles can be obtained.

10.3   For visiting the British Library Reading Rooms at Boston Spa, users will need to register for a 'readers pass'. Items can then be requested 48 hours in advance. Full details are available online via the British Library webpages.

10.4   For HE students on relevant courses, photocopied articles of journals at Harper Adams University are available at a cost of 5p per page. Full details are available from LRC staff.

11.   Overdues, Fines and Charges

11.1   As the LRC cards also act as food (Girovend) cards and ID badges, there will be a charge of £5 for a damaged or lost card.

- At York, payment is to be made to the Finance Department who will issue a receipt, which is then to be taken to the IT Helpdesk;
- At Newton Rigg and Stewart Park, payment is made to Student Services (non-residential students) or Catering (residential students) who will issue a replacement.

11.2   All users are liable for fines payable for the late return, late renewal or non-return of all items.

11.3   Fines will be charged at the rates as decided by the Learning Resources Manager.

(See Table 3 – Appendix 2)

11.4   Fines can be paid in instalments but no further items may be borrowed until the fine is under £2.00 and/or all fines are paid for from the previous year.

11.5   Fines will be waived for a user who has been absent due to illness on production of a sick note or communication from a tutor.

11.6   Users will be charged for the replacement cost of all items issued to their card which are reported lost, damaged or stolen. If a replacement copy is not available a standard charge, as determined by the LRC Manager, will be levied.

11.7   Out of print items will be charged for at a standard rate (See Table 5 – Appendix 2)

11.8   Users will be charged for any fines accrued up to the point an item is reported lost, damaged or stolen.

11.9   If items are not returned, an invoice for the replacement cost, together with outstanding fines will be raised. Failure to return or pay for an overdue item will result in the invoice being passed to the Finance Department for further action under the College's Debt Collection policy (GA04).

11.10 If any items are subsequently returned, the replacement cost will be refunded.

11.11 If an item which has been borrowed from other sources (for example an inter library loan) is lost or damaged, any costs incurred will be passed to the user.

12.   Disputed Items

12.1   Items which a user claims to have returned will be checked regularly by LRC staff.

12.2   If the item is not found by the end of the term, the user will be charged for the replacement cost.

12.3   Fines will be charged to the point the item was queried.

13.   End of Membership

13.1   Student users are required to return all their outstanding items and pay outstanding fines before the end of their course. Failure to do so may put their academic completion at risk.

13.2   Staff users are required to return all outstanding items and pay charges when their period of employment ceases.

14.　Breach of the Regulations

14.1　Failure to observe these regulations may result in the user being asked to leave the LRC immediately or being suspended from using the LRC (and computing facilities).

14.2　Serious breaches of the regulations by students will be reported to Course Managers and subject to the College disciplinary procedure.

LEARNING RESOURCES CENTRE RULES AND REGULATIONS 2019/2020
RE17

<p align="center">**APPENDIX 1: LRC Users' Code**</p>

To make sure the LRC is a safe, working environment for everyone, we expect you:

- To listen to music through headphones on a very low volume so it is not heard by other users
- To work quietly
- To socialise somewhere else – the LRC is not the place to gather for a chat
- To treat the LRC and all users with respect
- To not to use gaming, social networking or other non-educational websites (Facebook is allowed after 4.00pm) – remember this is a place for learning
- To turn your mobile phone to silent – calls should be taken in the LRC entrance hall or outside
- To not eat or drink in the LRC
- To not abuse your surroundings – leave your muddy boots/overalls outside, do not mess about on computer chairs or sit on tables, etc.

In turn, we will:

- Respect you and treat you fairly
- Be able to best provide you with a helpful service in a safe learning environment

If you do not follow this Code of Conduct, be aware that we may be required to:

- Remind you to work as expected and if necessary ask you to leave the LRC. ***You will only be given two warnings before being asked to leave.***
- Liaise with your Course Manager or Student Services and any unacceptable behaviour will remain on your record and may lead to disciplinary action.
- Lock your computer and/or log you off a computer, if you are viewing unacceptable material following a warning. ***This may also lead to disciplinary action.***
- Take any other steps as we see fit, such as banning you from using the LRC for a recommended period of time, as necessary.

LEARNING RESOURCES CENTRE RULES AND REGULATIONS 2019/2020 RE17

APPENDIX 2

Table 1 - Loan Entitlements

	HE Student	FE Student	Staff
Lending – non-fiction	10	6	8
Lending – fiction	Unlimited	Unlimited	Unlimited
Inter library loans	To pay for	To pay for	4
Reservations	Unlimited	Unlimited	Unlimited
Renewals	2	2	2

Table 2 - Loan Periods

Lending	3 weeks
One Week Loan	1 week
DVDs/Videotapes	1 week
Inter library loans	Set manually as instructed by British Library.

Table 3 - Fines Rates

3 week loans	10p per day. Maximum total fine is £10
1 week loans	50p per day. Maximum total fine is £10
Inter library loans	50p per day + British Library charges

Table 4 - Overdue Reminders and Invoices

1st overdue reminder	6 days after due date	Via college email
2nd overdue reminder	15 days after due date	Via college email
3rd overdue reminder	21 days after due date	Via college email
4th overdue/invoice letter	28 days after due date giving replacement cost of item plus fines to date. If still not returned after a further 2 weeks, the Finance Dept. are asked to follow Debt Procedures	Posted to home address and note added to Promonitor

LEARNING RESOURCES CENTRE RULES AND REGULATIONS 2019/2020
RE17
Table 5 - Standard Charges for Out-of-Print Items

Users will be charged the replacement cost of lost, damaged or non-returned items. This may be for a new copy of the title, a second hand copy of the title or a suitable alternative title. If no suitable alternative title can be found, the following standard charges will be applied:

Lending collection	£20
Packs/pamphlets	£5
Videotapes/DVDs	£15
CD-ROM	£30