



## Learning Resources Centre Rules and Regulations 2020 - 2022 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 Library 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.

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### **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 Library membership is available to the following:

- All students registered on a College course that will be issued with their library card/ID badge once they have enrolled. The cards are valid until the end of their course
- All staff will be issued with a library 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 Library cards/ID badges will be issued by the IT Dept.

3.4 Library 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 library 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 library card/ID badge to borrow items. Some libraries will have a signing out/in book for users who wish to borrow books from the library.

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 library 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

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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. **Postal Loans** (See Appendix 3)

### 7. **Items not for Borrowing**

7.1 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

### 8. **Suspension of Borrowing Rights**

8.1 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 library card/ID badge
- Breaches LRC or College regulations
- Has an expired membership.

### 9. **Renewals**

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

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

9.3 Users may renew items:

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

9.4 Users must quote their library card/ID badge number, if renewing by telephone.

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## **10. Reservations**

- 10.1 Users can make reservations at the library desk, with a valid library card or online, using their library account.
- 10.2 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.
- 10.3 Users will be informed by email (using the College email accounts) that a request is available for collection.
- 10.4 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.

## **11. Interlibrary Loans**

- 11.1 Interlibrary loans from the British Library are charged at the publicised rates - full details are available from LRC staff.
- 11.2 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.
- 11.3 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.
- 11.4 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.

## **12. Overdues, Fines and Charges**

- 12.1 As the library 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.
- 12.2 All users are liable for fines payable for the late return, late renewal or non-return of all items.
- 12.3 Fines will be charged at the rates as decided by the Learning Resources Manager.  
(See Table 3 – Appendix 2)

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- 12.4 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.
- 12.5 Fines will be waived for a user who has been absent due to illness or other mitigating circumstances on production of a sick note or communication from a tutor.
- 12.6 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.
- 12.7 Out of print items will be charged for at a standard rate (See Table 5 – Appendix 2)
- 12.8 Users will be charged for any fines accrued up to the point an item is reported lost, damaged or stolen.
- 12.9 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.
- 12.10 If any items are subsequently returned, the replacement cost will be refunded.
- 12.11 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.

### 13. Disputed Items

- 13.1 Items which a user claims to have returned will be checked regularly by LRC staff.
- 13.2 If the item is not found by the end of the term, the user will be charged for the replacement cost.
- 13.3 Fines will be charged to the point the item was queried.

### 14. End of Membership

- 14.1 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.
- 14.2 Staff users are required to return all outstanding items and pay charges when their period of employment ceases.

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## **15. Breach of the Regulations**

- 15.1 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).
- 15.2 Serious breaches of the regulations by students will be reported to Programme/Course Managers and subject to the College disciplinary procedure.

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## APPENDIX 1: LRC Users' Code

To make sure the LRC is a safe, working environment for everyone, we expect YOU to follow this code:

- Keep food and drink outside the LRC
- Work quietly – remember, upstairs is for individual study only
- Socialise somewhere else – the LRC is not the place to come for a chat
- Turn your mobile phone to silent – calls should be taken in the entrance hall
- Listen to music through headphones on a very low volume so it is not heard by other users
- Use the LRC as a place for learning – do not use the computers for gaming, social networking or other non-educational websites
- Respect your surroundings – leave muddy boots/overalls outside, do not mess about on your computer chairs, etc.
- Treat the LRC and all users with respect

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 Programme/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.

**Thank you for using the LRC in a responsible manner**

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**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

\* HE students may also take an additional 2 books to the HE Room in the Main Building but they must be returned the same day or normal fines will apply. These items will be issued via Special Issue (F3)

**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**

Reminder	1 day before due date	Via college email
1 <sup>st</sup> overdue reminder	6 days after due date	Via college email
2 <sup>nd</sup> overdue reminder	15 days after due date	Via college email
3 <sup>rd</sup> 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	Posted to home address and note added to

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	Dept. are asked to follow Debt Procedures	Promonitor.
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**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

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## APPENDIX 3: Postal Loans



### Postal Loans

Information sheet for apprentices, distance learners and post-graduate students

#### Borrowing books

As an apprentice, distance learner or post-graduate student, all standard loan (three week) **and** one week loan items will automatically be issued to you for three weeks. This is a special concession to help you.

Fines are charged according to book type. Although you may keep a one week loan book for three weeks, if it is late you will be charged the week loan fine rate which is 50p per day. Standard loans are charged at 10p per day overdue.

Reminders and overdue reminders are sent by email to your college email address. These are sent as a courtesy only.

#### Returning books

If you are not coming into college, please use a padded envelope or a box and post them back to us with a brief covering note. Please use the returns label enclosed with the books or address them to Julie Gardner using one of the addresses below. Please use the Royal Mail “signed for service”.

#### Renewing books

The easiest way to renew books is to log into My Account (using your college ID number, e.g., GAR17078566) via the link to the library catalogue on the LRC Moodle pages. You can get to Student Moodle via the college website (<https://www.askham-bryan.ac.uk/>) – please scroll down. Alternatively, you can contact us by telephone or email – see full details at the end of this document. We are very happy to help, as we really don't want you to get fines.

You will be liable for fines if you do not renew or return your books on time. If you build up fines of more than £2 you will not be able to renew your books until the fine is paid. You can pay your fines using the online Store on the college website - look for Learning Resources Centre under the Product Catalogue, select Fines and enter the amount you wish to pay. You will then be sent an email receipt, a copy of which is also sent to LRC staff to advise that the fine has been paid.

#### What happens if I cannot renew an item because it has been requested by another borrower?

Normally you will need to return the item at the end of the loan period. We do not recall books early. However, it is worth contacting us to see if another copy is available.

#### What happens if I cannot renew an item because I have already renewed it twice?

Two renewals is normally the maximum allowed but we will make an exception for students who are based off-campus. As long as it has not been requested by anyone else (and there are other copies

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available), we will return the item and start a fresh issue record. You would then be able to renew the item another 2 times. After that, we would expect you to return it.

### **Requesting books**

Find the item(s) you want using the library catalogue or ASK@LRC. If there are copies available for borrowing, send an email to LRC@askham-bryan.ac.uk or telephone the relevant site, giving full details and we will post them to you.

If the item(s) you want are on loan, they can be requested online via the library catalogue. Click on **reserve this item**, select the relevant site and enter your full ID number. Then click on **submit reservation**.

Books are normally held for you for one week, so when you get the email saying an item is available, if you want it posted to you or held until you are in college, please reply to the email.

The postal service is available to UK and Irish addresses only. We bear the cost of posting the books to you but you do have to pay the return postage. This is normal practice in other colleges/universities. We will include an address label for returns.

### **Contact details:**

Askham Bryan College - Learning Resources Centre (LRC), Askham Bryan College, Askham Bryan, York, YO23 3FR

**Telephone:** 01904 772234

**E-mail:** LRC@askham-bryan.ac.uk

**Website:** <https://www.askham-bryan.ac.uk/students/learning-resource-centre>

Newton Rigg College - Learning Resources Centre (LRC), Newton Rigg College, Newton Rigg, Penrith, Cumbria, CA11 0AH

**Telephone:** 01768 893503

**E-mail:** LRC@askham-bryan.ac.uk

**Website:** <https://www.newtonrigg.ac.uk/students/learning-resource-centre>

Stewart Park (part of Askham Bryan College) - Learning Resources Centre (LRC), **Stewart Park, The Grove, Marton, Middlesbrough, TS7 8AR**

**Telephone:** 01642 327998 ext. 211

**E-mail:** LRC@askham-bryan.ac.uk

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