



University of
St Andrews

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- British Sign Language (BSL) users can contact us via the online BSL Video Relay Interpreting Service: <https://contactscotland-bsl.org>
- This document and forms associated with this document are available in an alternative format upon request.
- We encourage employees to access the [Probation webpage](#) to access FAQs regarding the probation process, and download the forms referred to in this policy.

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1. Statement

- 1.1 The Library regulations enable Libraries and Museums to steward and share the University's nationally- and internationally-important collection and to support world leading research and teaching.

2. Purpose

- 2.1 These regulations ensure the effective operation and appropriate safeguarding of the University's libraries and associated collections.

3. Scope / jurisdiction

- 3.1 These regulations apply to use of the following libraries, which come under the management of Libraries and Museums: Main Library; The Richardson Research Library at Martyrs Kirk; St Mary's Library (including King James Library); JF Allen Library; Library at the Gateway; Walter Bower House Library.
- 3.2 Any member of the University may use the resources and services of any of its libraries, with the exception of the Thomson Reading Room at Martyrs, which is available to staff and postgraduates.
- 3.3 The following are entitled to membership of the Library. Current borrowing allocations are advertised on the Library website.
- Members of the Court and staff of this University;
 - Postgraduate students;
 - Undergraduate students;
 - Retired staff.

4. Roles and responsibilities

- 4.1 The University Librarian and Director of Collections and Museums is responsible to the Court for the management of University library services, reporting to the Executive through the Vice Principal (Research, Collections and Innovation).
- 4.2 Under the overall direction of the University Librarian and Director of Collections and Museums, it is the responsibility of Libraries and Museums

staff to provide appropriate services and to safeguard the libraries and their contents.

5. Procedures

5.1 Hours of opening

- 5.1.1 Current opening times for all of the University's library sites are advertised on the Library website.
- 5.1.2 In the Main Library, an announcement will be made via the public address system 15 minutes and 5 minutes before the building closes. At that time all users in the building must prepare to leave immediately.
- 5.1.3 All borrowing must be completed by 15 minutes before closing time, at which point self-service issue machines will be closed down.
- 5.1.4 No users will be admitted to the building in the final 15 minutes of opening.

5.2 Borrowing

5.3 In this regulation "item" includes all material, in whatever format, which is owned by, or in the custody of, Libraries and Museums.

5.4 No item may be removed from any of the libraries until its loan has been properly recorded at the appropriate Help Desk or Self-Issue machine.

- 5.4.1 Every item lent out is the responsibility of the borrower until it has been returned and checked in on the library system. Items which have been borrowed must not be lent to anyone else and should be returned to the lending library by the date and hour specified.
- 5.4.2 Under the provisions of the Data Protection Act 1984, the University is a Registered Data User. All information which relates to an identifiable living individual and is held in machine- readable form by, or on behalf of, Libraries and Museums, is registered as being held for the purpose of Library Administration. Such information, unless it is held for the specific purpose of public access (e.g. in a catalogue of Library stock), is normally private to that individual and may not be divulged by Library staff to any third party.
- 5.4.3 Information on current borrowing regulations including fine rates can be found on the Library website.
- 5.4.4 Any item may be recalled by another user; in urgent cases a book may be recalled by Libraries and Museums staff at any time.

- 5.4.5 Any item, group or class of items may be confined to one of the libraries, or made subject to a shorter period of loan, at the discretion of the University Librarian and Director of Collections and Museums.

5.5 Behaviour

- 5.5.1 All users must obey instructions given by the members of Libraries and Museums staff on duty who are deemed to be acting with the authority of the University Librarian and Director of Collections and Museums.
- 5.5.2 It is an offence for anyone to behave in a manner likely to affect other users adversely (e.g. by disorderly behaviour, by making unnecessary noise, being perceived by staff to be intoxicated by prior consumption of alcohol or drugs or by persistently failing to return items on time). Smoking and the consumption of alcohol are not permitted in any part of the libraries at any time. Animals, other than support dogs, may not be brought into any libraries.

- 5.6 In line with the University's Physical Security Policy, users must produce their university identity (ID) card, for inspection, upon being requested to do so by a member of Libraries and Museums staff. (note – users may ask for non-uniform wearing staff members to produce their own ID card before complying with such a request).

- 5.6.1 Users are required to ensure that noise from devices does not filter from headphones in a way that could disturb other people.
- 5.6.2 Library users are required to clear any waste by using the recycling and other bins provided. Any spills or other damage should be reported to a member of staff immediately.
- 5.6.3 Writing in Library resources in pencil, pen or highlighter is not permitted.
- 5.6.4 Locked facilities (such as lockers or study rooms) may be inspected from time to time by staff, and items stored inappropriately may be removed and additional disciplinary action taken.
- 5.6.5 Valuable possessions should be kept safe with Library users at all times and study spaces must not be reserved for unreasonable amounts of time.
- 5.6.6 Cold food is permitted on levels 1 and 2 of the Main Library, otherwise no eating is allowed in libraries. Lidded drinks are permitted.
- 5.6.7 The act of registering as a member of libraries (whether in the course of matriculation or otherwise) carries with it a legal obligation

to observe the provisions of the Copyright Designs & Patents Act, 1988. In particular, members thus formally undertake that they will not knowingly make, or ask staff to provide, copies which infringe the Act; and acknowledge that neither the University nor Libraries and Museums can indemnify them against any legal action, whether civil or criminal, which may arise from the making of such infringing copies. The act of registering also implies acceptance of these Library Regulations.

5.7 Acceptable use of Library Resources

5.7.1 Libraries and Museums provides staff and students of the University with a range of electronic resources (e-books, e-journals, image databases, datasets). For each of these resources the University signs a licence agreement which indicates what is allowed in terms of using the material. Licences differ but as a general rule the following apply:

- a. Material found in our electronic collections can only be used for research, teaching and private study and not commercial purposes.
- b. You can print or download a single copy of an article or book chapter but cannot make multiple copies.
- c. Copyright regulations apply to electronic resources. Author names, copyright notices or text should not be removed, altered or obscured.
- d. You should not share copies of the material with unauthorised users (i.e. anyone who is not a current University of St Andrews student or staff member).
- e. Systematic downloading using robots, spiders or manual means is not permitted.

5.8 Filming and photography in the Library

5.8.1 All requests to film or take photographs on University grounds and/or in any University building must first be made to the University's Communications Team. Students, student groups, staff or other users must all request this permission.

5.8.2 Once permission has been granted, contact Libraries and Museums, if you would like to interview staff, film or take photographs in any of the libraries at least one week's notice in advance of any filming or photography.

5.8.3 If users are likely to appear in any filming or photography, relevant release forms should be completed by individuals or groups.

5.8.4 This applies to the following buildings:

- a. Main Library
- b. St Mary's College Library (including the King James Library)
- c. Martyrs Kirk Research Library
- d. JF Allen Library, North Haugh
- e. Library at the Gateway, North Haugh
- f. Walter Bower House Library

6. Sanctions

- 6.1 Failure to return items and the non-payment of fines may result in the suspension of borrowing privileges and/or access to libraries. For students of the University, it may also lead to a block on matriculation at the start of the following academic year, and to the withholding of the award of a degree by the University.
- 6.2 Any user found to have defaced Library materials in such a way may be required to meet the cost of replacing the item, including the relevant administration fee.
- 6.3 If the University Librarian and Director of Collections and Museums or the authorised deputy believes that a user has committed a behavioural offence, immediate action may be taken by excluding the offender from the libraries and by withdrawing the right to borrow.
- 6.4 Serious offences committed by students will be considered under the Student Conduct policy.
- 6.5 In the case of a serious offence being committed by other members (e.g. registered members of the public), access to libraries and/or borrowing may be restricted or suspended on a temporary or permanent basis.
- 6.6 Users who breach licence agreements may lose access to resources and may face other disciplinary or legal consequences. Misuse may also result in loss of access to a given resource for the entire University of St Andrews community.

7. Related documents and regulatory framework

- 7.1 Regulations governing the use of University IT Facilities can be found on IT Services webpages.
- 7.2 The Physical Security policy and Student Conduct policy have further information on ID cards and student conduct.
- 7.3 An Equality Impact Assessment has been carried and approved, please see <https://www.st-andrews.ac.uk/hr/edi/eia/> for further information.

8. Contacts

- 8.1 Questions about this policy can be directed to the Assistant Director, Academic Engagement and Student Experience, Libraries and Museums.

9. Version control

Version number	Purpose or changes	Document status	Author of changes, role and School or unit	Date
1.0	Migration	Published	Kaye Wemyss, PA to Director	26/06/2019
1.1	Updated with note relating to COVID procedures for gifts	Published	Amina Shah, Assistant Director, User Services & Engagement	18/09/2020
1.2	Update with information on procedures relating to COVID-19	Published	Amina Shah, Assistant Director, User Services & Engagement	09/11/2021
1.3	Update with information on procedures	Published	Emma Wisher, Assistant Director, Academic Engagement and Student Experience	20/02/2023
1.4	Update with information on procedures	Published	Emma Wisher, Assistant Director, Academic Engagement and Student Experience	27/06/2024

