



University of
St Andrews

Library regulations

Document type	Policy
Scope (applies to)	Staff and students
Applicability date	07/10/2020
Review / Expiry date	17/09/2021
Approved date	07/10/2020
Approver	Director
Document owner	PA to Director & Administration Officer
School / unit	University Library
Document status	Published
Information classification	Public
Equality impact assessment	None
Key terms	Library and museum services
Purpose	Regulations for using the University of St Andrews Library

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.1	Updated with information on procedures relating to COVID-19, and updating title for Director of Libraries and Museums.		Amina Shah, Assistant Director, User Services & Engagement	18/09/2020

Library donations

Please note that due to current COVID restrictions, the library is not able to process donations of physical items.

The University library welcomes donations of monographic, periodical or audio visual material that may enhance our current collections and provide students, staff, readers and researchers with a more comprehensive selection of items for loan or reference.

Donations can be made either to the Main Library in person or to any of our outlying libraries. Donors will be asked to fill in a Library Donation Form. A bookplate recording the donor's name will be placed inside each item added to the collection. Donors who do not wish to have their gift publicly acknowledged should specify this on the form.

If the collections are large, speculative enquiries are advised in the first instance to discuss the content, justification and feasibility of taking on that collection. Please email us: library@st-andrews.ac.uk.

Please note that the University Library reserves the right to dispose of any material not admitted into stock, in an appropriate manner.

Filming and photography in the Library

All requests to film or take photographs on University grounds and/or in any University building must first be made to the University's Press Office. Please email proffice@st-andrews.ac.uk

Students, student groups, staff or other users must all request this permission.

Once permission has been granted by the Press Office, please contact the Library, library@st-andrews.ac.uk, if you would like to interview staff, film or take photographs in any of the libraries. We need at least **one week's notice** in advance of any filming or photography.

Permission needs to be sought from and granted by **both** the Press Office **and** the University Library.

If users of the Library are likely to appear in any filming or photography, please ensure that the relevant release forms have been completed by individuals or groups.

This applies to the following buildings:

- Main Library
- St Mary's College Library (including the King James Library)
- Martyrs Kirk Research Library
- JF Allen Library, North Haugh

Acceptable Use of Library Resources

The University Library provides staff and students of the University with a range of electronic resources (e-books, e-journals, image databases, datasets) which you can find listed in our library catalogue, our A-Z list of databases or our subject guides. For each of these resources the University signs a licence agreement which indicates what is allowed in terms of using the material. Licenses differ but as a general rule the following apply:

- Material found in our electronic collections can only be used for research, teaching and private study and not commercial purposes.
- You can print, or download a single copy of an article or book chapter but should not make multiple copies.
- Copyright regulations apply to electronic resources. Author names, copyright notices or text should not be removed, altered or obscured.
- 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).
- Systematic downloading using robots, spiders or manual means is not permitted. Publishers keep track of patterns of use and where they suspect misuse in the form of systematic downloading they will withdraw access to their content to all University staff and students.

If you are unsure whether the way you need to use the resources is considered as acceptable use then look at the terms and conditions or copyright section of the database or contact us at library@standrews.ac.uk with your question and we will be happy to advise.

Regulations governing the use of University IT Facilities can be found on [IT Services webpages](#).

Regulations

1 Introduction

1.1 The Director of Libraries and Museums is responsible to the Court for the management of University Library services, reporting to the Executive through the Vice Principal. Under the overall direction of the Director of Libraries and Museums, it is the responsibility of Library staff to provide appropriate services and to safeguard the libraries and their contents.

1.2 The Library User Groups includes representatives of teaching and research staff, students and Library staff. Their function is to represent users' views and to offer help and advice to senior Library staff on all matters affecting library and related information services within the University.

1.3 These regulations apply to use of the following libraries, which come under the management of the University Library: Main Library; The Richardson Research Library at Martyrs Kirk; St Mary's Library (including King James Library); JF Allen Library. Any member of the University may use the resources and services of any of its libraries.

2 Membership

2.1 The following are entitled to membership of the Library and may borrow items up to the number shown:

- a) Members of the Court and staff of this University (50 items);

b) Postgraduate students (40 items);

c) Undergraduate students (25 items);

3 Registration

3.1 All members will be provided with a Membership Card. This card must be carried on each visit to the Library and produced in order to gain access through the security gates, to borrow items or at request of a member of Library staff.

3.2 All changes of address must be reported as soon as possible to the Help Desk.

4 Hours of opening

Current opening times for all of the University's library sites are advertised on the Library's website.

4.1 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.

All borrowing must be completed by 15 minutes before closing time, at which point self-service issue machines will be closed down.

No users will be admitted to the building in the final 15 minutes of opening.

5 Borrowing

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

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

5.2 Every item lent out is the responsibility of the borrower until it has been duly returned to either the Self-Return machine or the appropriate Help Desk. 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.

5.3 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, the Library, 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 Information on current borrowing regulations including fine rates can be found at [Loan periods, recalls and fines](#).

5.5 Any item may be recalled within 7 days by another user; in urgent cases a book may be recalled by Library staff at any time.

5.6 Any item, group or class of items may be confined to the Library, or made subject to a shorter period of loan, at the discretion of the Director of Libraries and Museums.

5.7 Any user who fails to return an item by the due date, or - in the case of the Short loan Collection - by the hour at which it is due, will be liable to a fine at rates which are fixed from time to time and publicly announced.

5.8 Failure to return items and the non-payment of fines may result in the suspension of borrowing privileges and/or access to Library buildings. 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 Behaviour

6.1 All users must obey instructions given by the members of Library staff on duty who are deemed to be acting with the authority of the Director of Libraries and Museums.

6.2 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 Library's facilities at any time. Children up to and including the age of 15 must be accompanied by an appropriate adult at all times who will be deemed responsible for the behaviour of any child in their care. Animals, other than guide dogs, may not be brought in to any Library facilities.

Users are required to ensure that noise from devices does not filter from headphones in a way that could disturb other people.

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 Library staff immediately.

Writing in Library resources in pencil, pen or highlighter is not permitted. 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.

Locked Library facilities (such as lockers or study rooms) may be inspected from time to time by Library staff, and items stored inappropriately may be removed and additional disciplinary action taken.

Valuable possessions should be kept safe with Library users at all times and study spaces must not be reserved for unreasonable amounts of time.

6.3 Behaviour within specific Library spaces:

Due to current COVID restrictions, no eating is allowed in the library. Lidded drinks are permitted.

Current social distancing measures require all study spaces to be for individual use and silent.

In line with Scottish Government guidance, face coverings must be worn at all times.

6.4 If the Director of Libraries 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 Library buildings and by withdrawing the right to borrow.

6.5 In the case of a serious offence (e.g. the unauthorised removal of, or damage to, Library books or property; or gross disorderly behaviour), the Director of Libraries and Museums or their authorised deputy may, in addition to imposing the penalties listed in 6.4 above:

- require payment to make good any damage or loss

- (for students) impose a fine not exceeding £50

- (for students) consult the Director of Student Services about an extended suspension of borrowing privileges and/or initiating the summary procedures described in the Code of Student Discipline.

6.6 Students of this University have the right of appeal under the Code of Student Discipline to the Director of Student Services; other members of this University may appeal to the Master.

6.7 In the case of a serious offence being committed by other members of the University Library (e.g. registered members of the public), access to Library premises and/or borrowing may be restricted or suspended on a temporary or permanent basis.

6.8 The act of registering as a member of the Library (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 Library staff to provide, copies which infringe the Act; and acknowledge that neither the University nor the Library 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.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	Migration	Published	Kaye Wemyss, PA to Director	26/6/2019
1.1	Updated with note relating to COVID procedures for gifts.	Published	Amina Shah, Assistant Director, User Services & Engagement	18/09/2020