Library and Information Service Regulations

Introduction

BPP University aims to keep rules to a minimum while ensuring that as many facilities as possible are available to all our users, and that we are able to maintain and improve the quality of our library and information service.

The following regulations therefore set out what we expect from you when you use the library and information service, and also what you can expect from us. Further information may be found in our guides to services, available through BPP University’s Virtual Learning Environment and in hard copy in most of our libraries.

Some regulations relating to behaviour within the library vary according to site. Please ensure you comply with the guidance of the site you are using at any time.

If you are unable to comply with any regulation, please contact a member of library staff immediately to discuss the problem.

Definitions

1. ‘Library’ refers to any or all of the libraries which form BPP University’s Library and Information Service (LIS), including all areas under the remit of the LIS.

2. ‘Head of LIS’ refers to the Head of Library and Information Services and includes anyone authorised to act in the Head of LIS’s place.

Compliance

3. Use of the Library is restricted under regulations 5-6 below, and is conditional on the observance of the LIS Regulations. All members of Library staff are empowered to enforce these Regulations, and we expect any enforcement to be accepted with good grace by all users.

4. Failure to comply with the Regulations may result in the suspension of services, the imposition of penalty charges, and action under the Student Discipline Code.
Admission

5. All currently registered students and staff of BPP University may make use of the Library and its services.

6. Other users may occasionally be permitted restricted access as guests, as determined by the Head of LIS.

7. Services may be restricted at any time at the discretion of the Head of LIS.

8. The Head of LIS has the right to search bags brought into the Library.

Conduct within the Library

9. Users must provide identification on request. In the case of staff and students, this must be a valid BPP identification card.

10. Users are expected to behave with consideration to fellow users of the Library, and must observe guidance relating to noise in designated areas of the Library.

11. Conversations, unless brief, may only be held in group study areas (where available). No conversations at all may take place in silent study areas.

12. Mobile phones must be switched to silent mode, and users must leave the Library to take a call.

13. Any audio equipment used must not disturb other users.

14. The reservation of seats is not permitted. Any articles left unattended may be removed by the Library staff.

15. Food may not be consumed within the Library. Care must be taken with drinks to avoid spillages, and lids are strongly recommended.

16. Users must not mark, deface or damage any Library material or property.

Borrowing materials

17. No material may be removed from the Library until its loan has been properly recorded at the Issue Desk or self-issue terminal.

18. Users are required to show their BPP identification card to borrow material, and remain responsible for items until they are returned (see regulation 19 below).

19. On return, all material must be checked in at the Issue Desk or using a self-issue terminal.

20. Users who fail to return material by the time advised will be liable to pay an overdue charge.

21. Users may not borrow material if they have overdue items or unpaid overdue charges.

22. Users with overdue materials and/or unpaid charges on their account at the end of their programme of studies may not graduate until items are returned and charges paid.

23. Users should report any lost materials immediately. The cost of replacing the item along with a £10 administration fee will be charged.

24. Students who have taken their final examinations cease to have borrowing privileges.
Copyright

25. Photocopying or scanning of any Library materials may only be carried out in accordance with copyright legislation and any copyright licences held by BPP University.

Using online services

26. The use of electronic publications provided by the Library is subject to BPP University’s IT regulations, to copyright legislation, and to the licence agreements of each product.

Use by authorised guests

27. All guests allowed access under regulation 6 must abide by these regulations. If a breach of the regulations or other misconduct occurs, BPP University has the right to inform any organisation or scheme by virtue of which use of the Library has been allowed.