



## UniversityLibrary

### **Membership and Access Policy and Guidelines (previously Membership and Visitor policy)**

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| <b>DOCUMENT TITLE:</b>  | Membership and Access Policy and Guidelines<br>(previously Membership and Visitor policy)  |
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## 1. About the University Library

1.1 Northumbria University is a research-rich, business-focused, professional university with a global reputation for academic excellence.

1.2 The University Library exists to support the University's mission to create and apply knowledge for the benefit of individuals, communities and the economy, and achieves this by providing physical and digital services and resources to help students and researchers discover, access, evaluate, apply, create, preserve and communicate scholarly knowledge.

1.3 Our services are shaped by student feedback and academic engagement, and developed and delivered by our professional librarians and expert teams through our 'Digital First' approach and with a focus to support learning and research across Northumbria as part of the University's Strategy and Vision 2025<sup>1</sup>:

- **Discovery and access to scholarly knowledge.** Our digital services, including Library Search, provide access to our comprehensive and multidisciplinary print and online Library Collection and wider resources available on demand through cooperative international library sharing.
- **Library learning and research spaces.** Our spaces are designed and managed as unique environments to meet the needs of students and Faculty, and our campus libraries and learning spaces provide places to read, think, write, focus, collaborate, and be inspired. Over 2,200 spaces are available across a range of quiet, silent, social, and collaborative areas.
- **Skills development.** Our Northumbria Skills Programme provides comprehensive instruction and training in information and digital literacies, study skills, and research skills, delivered face to face and online.
- **Open Scholarship and research insight.** We manage Northumbria's institutional repository and publication fund for Open Access and are developing new services to support research data management. Our expertise in bibliometrics delivers new research insights for Faculty and decision makers across the University.

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<sup>1</sup> <https://www.northumbria.ac.uk/about-us/our-vision/>



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- **Copyright.** Our copyright service provides information and guidance for students and Faculty on all aspects of copyright, manages the University's copyright licences, and seeks permission directly from rights holders.

Ask4Help, the single frontline and enquiry service for the University Library, the Employability Service, and Student Life and Wellbeing, is available via the student portal, online and at all our libraries.

- 1.4** Northumbria University Library is one of the best university libraries in the UK, achieving some of the highest levels of satisfaction and has held the Government's Customer Service Excellence (CSE) standard since 2010.
- 1.5** The University Library is required to comply with the Re-use of Public Sector Information Regulations 2015. This regulates how information we produce, hold or disseminate is made available for re-use where it is not excluded from public task due to third party copyright, or because it is accessible under Freedom of Information Act 2000 or regulated by the Data Protection Act 2018. Sections 1.2 and 1.3 of this policy above comprise our public task statement which is also available on the [University Library online](#) . More information about our services and what information we hold can be found on the [University Library online](#). Information assets which may be available for re-use can be located through our online discovery service [Library Search](#). If you have any queries about our public task statement, wish to inquire about re-use of information under the Re-use of Public Sector Information Regulations, or wish to lodge a complaint related to a decision we have made related to the Regulations, please contact the [Head of Library Collection and Digital Services](#).
- 1.6** The University Library is committed to making our services as accessible as possible. Further information can be found in our [accessibility statement](#) on the University Library online.



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### **2. Membership and Access Policy – Purpose and Principles**

- 2.1** The purpose of this policy is to ensure all customers and stakeholders of Northumbria University have appropriate access to the services provided by the University Library. The purpose of these guidelines is to explain and make clear what level of provision is available to whom and what any associated procedures e.g. joining instructions, involve.
- 2.2** In line with the University's mission, the University Library recognises the benefits its services provide and is committed to fostering an appropriate level of access regionally, nationally and internationally. The University Library is also committed to working with other libraries and organisations in the knowledge community to improve access to information and knowledge worldwide.
- 2.3** The University Library has a duty to exercise control on access by external members in order to ensure the needs of Northumbria University students and staff are fully met. This control includes but is not limited to the type of membership available, the cost of membership, and the level of entitlements associated with each membership type e.g. borrowing, opening hours.
- 2.4** The University Library provides several categories of library membership (see section 3) and will determine which is appropriate for any application based on the information in this policy.
- 2.5** Access to services and resources is governed by the University and the University Library, and subject to legislation e.g. the Copyright, Designs and Patents Act 1998, and contracts with suppliers e.g. e resource licences.
- 2.6** The University Library monitors and reviews use by all membership categories. Where additional costs, separate to [Library charges](#), are incurred in providing access to Library resources for external users consideration will be given to recovering those costs or limiting usage.
- 2.7** Access privileges may be revoked if members fail to observe the University's Library and Computing Regulations (Section 13).



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- 2.8** The University Library reserves the right to refuse access. At times access to University buildings may be controlled and determined by University Security Services.
- 2.9** Selected electronic resources are available via Walk-in access (see section 10 'walk-in access to e resources').

### **3. Membership and Access Categories**

- 3.1** The University Library provides the following seven categories of membership and access:

Northumbria membership and access (see Table 1)

1. Northumbria University students
2. Northumbria University staff
3. Northumbria University alumni
4. Northumbria University associates

External membership and access (see Table 2)

5. Reciprocal access scheme membership
6. Subscription membership
7. Reference membership

Notes on membership and access are provided where relevant for each category in section **3.2** below.



**Table 1. Northumbria Membership and Access**

| Category  | Type   | Application                        | Entry  | Loans |            |            | Reservations (maximum) | Renewals 4 week (max) | Renewals 7 day (max) | ILL <sup>2</sup> (max p.a.) | P/copy print, scan | Electronic resources |
|---|--|------------------------------------|--|-------|------------|------------|------------------------|-----------------------|----------------------|-----------------------------|--------------------|----------------------|
|   |  |                                    |  | Total | 4 wk. max. | 7 day max. |                        |                       |                      |                             |                    |                      |
| <b>1. Northumbria University students</b>           | 1.1 Undergraduate (including Franchise students) | Automatic                          | All sites during all opening hours   | 25    | 25         | 15         | 25                     | 13                    | 52                   | 50                          | Yes                | Full access          |
|   | 1.2 Taught postgraduate                          |                                    | All sites, including Masters Reading Room (City Campus Library), during all opening hours                                    | 25    | 25         | 15         | 25                     | 13                    | 52                   | 50                          | Yes                |                      |
|   | 1.3 Research postgraduate                        |                                    | All sites, including Research Commons (City Campus Library) and Research Zone (Coach Lane Library), during all opening hours | 35    | 35         | 10         | 35                     | 13                    | 52                   | 100                         | Yes                |                      |
| <b>2. Northumbria University staff</b>              | 2.1 Academic staff                               |                                    | 35   | 35    | 10         | 35         | 13                     | 52                    | 100                  | Yes                         |                    |                      |
|   | 2.2 Support staff                                | All sites during all opening hours | 35   | 35    | 10         | 35         | 13                     | 52                    | 100                  | Yes                         |                    |                      |
| <b>3. Northumbria University Alumni<sup>3</sup></b> | 3.1 Alumni subscription member                   | <a href="#">By application</a>     | City Campus Library and Coach Lane Campus Library  | 15    | 15         | 0          | 15                     | 13                    | n/a                  | 100                         | Limited            | Walk-in access       |

<sup>2</sup> A cost may be involved (see Library charges document)

<sup>3</sup> Alumni may also choose to access the Library as a Reference Visitor (see category 7)



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| Category                         | Type                                      | Application                | Entry   | Loans |            |            | Reservations (maximum) | Renewals 4 week (max) | Renewals 7 day max | ILL <sup>4</sup> (max p.a.) | P/copy print, scan <sup>5</sup> | Electronic resources |
|----------------------------------|---|----------------------------|---|-------|------------|------------|------------------------|-----------------------|--------------------|-----------------------------|---------------------------------|----------------------|
|                                  |   |                            |   | Total | 4 wk. max. | 7 day max. |                        |                       |                    |                             |                                 |                      |
| <b>4. Northumbria Associates</b> | 4.1 University governors                  | By VCO                     | City Campus Library and Coach Lane Campus Library | 15    | 15         | 0          | 15                     | 13                    | n/a                | 100                         | Limited                         | Walk-in access       |
|                                  | 4.2 Students' Union sabbaticals and staff | By NSU                     |   | 15    | 15         | 0          | 15                     | 13                    | n/a                | 100                         | Limited                         |                      |
|                                  | 4.3 Retired staff                         | By application (see notes) |   | 15    | 15         | 0          | 15                     | 13                    | n/a                | 100                         | Limited                         |                      |
|                                  | 4.4 Contracted staff & Graduate Interns   |                            |   | 15    | 15         | 0          | 15                     | 13                    | n/a                | 100                         | Limited                         |                      |
|                                  | 4.5 Emeritus professors                   |                            |   | 15    | 15         | 0          | 15                     | 13                    | n/a                | 100                         | Limited                         |                      |
|                                  | 4.6 Graduate fellows                      |                            |   | 15    | 15         | 0          | 15                     | 13                    | n/a                | 100                         | Limited                         |                      |
|                                  | 4.7 Visiting scholars and lecturers       |                            |   | 15    | 15         | 0          | 15                     | 13                    | n/a                | 100                         | Limited                         |                      |
|                                  | 4.8 Honorary members                      |                            |   | 15    | 15         | 0          | 15                     | 13                    | n/a                | 100                         | Limited                         |                      |
|                                  | 4.9 Clinical NHS staff                    |                            |   | 15    | 15         | 0          | 15                     | 13                    | n/a                | 100                         | Limited                         |                      |
|                                  | 4.10 Franchise teaching staff / QA staff  |                            |   | 15    | 15         | 0          | 15                     | 13                    | n/a                | 100                         | Limited                         |                      |
|                                  | 4.11 Studio and artist staff              |                            |   | 15    | 15         | 0          | 15                     | 13                    | n/a                | 100                         | Limited                         |                      |
|                                  | 4.12 Incubator students                   |                            |   | 15    | 15         | 0          | 15                     | 13                    | n/a                | 100                         | Limited                         |                      |
|                                  | 4.13 Placement Practice Facilitators      |                            |   | 15    | 15         | 0          | 15                     | 13                    | n/a                | 100                         | Limited                         |                      |

<sup>4</sup>A cost is involved

<sup>5</sup>Where the membership category does not have Northumbria credentials supplied by IT Services, a pre-paid card may be purchased from Ask4Help to enable photocopying



**Table 2. External Membership and Access**

| Type                                | Category  | Application                                    | Entry   | Loans   |            |            | Reservations (maximum) | Renewals 4 week (max) | Renewals 7 day (max) | ILL <sup>6</sup> (max p.a.) | P/copy print, scan | Electronic resources      |
|-------------------------------------|---|--|---|---|------------|------------|------------------------|-----------------------|----------------------|-----------------------------|--------------------|---------------------------|
|                                     |   |  |   | Total   | 4 wk. max. | 7 day max. |                        |                       |                      |                             |                    |                           |
| <b>5. Reciprocal access schemes</b> | 5.1 SCONUL <sup>7</sup>                         | By application at home library                 | City Campus Library and Coach Lane Campus Library                               | 8   | 8          | 0          | 0                      | 13                    | n/a                  | 100                         | Copy only          | Walk-in access<br>Eduroam |
|                                     | 5.2 Retired staff of Newcastle University       | By application at Newcastle University Library | City Campus Library and Coach Lane Campus Library                               | 8   | 8          | 0          | 0                      | 13                    | n/a                  | 100                         | Copy only          | Walk-in access            |
| <b>6. Subscription</b>              | 6.1 Individual                                  | <a href="#">By application</a>                 | City Campus Library and Coach Lane Campus Library                               | 8   | 8          | 0          | 0                      | 13                    | n/a                  | 100                         | Copy only          | Walk-in access            |
|                                     | 6.2 Collaborative venture partners <sup>8</sup> | Varies subject to validation agreement         | City Campus Library and Coach Lane Library during specified periods (see notes) | Varies subject to validation agreement.<br>Contact <a href="mailto:Univeristy Library Learning Partnerships@northumbria.ac.uk">Univeristy Library Learning Partnerships@northumbria.ac.uk</a> |            |            |                        |                       |                      |                             |                    |                           |

<sup>6</sup> A cost is involved

<sup>7</sup> Band A, B & C users only; Band R users can apply for reference membership (see category 7.6)

<sup>8</sup> Franchise students are covered by Type 1.1





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| Type                                    | Category   | Application   | Entry  | Loans |            |            | Reservations (max) | Renewals 4 week (max) | Renewals 7 day (max) | ILL (max p.a.) | P/copy print, scan | Electronic resources      |
|---|--|---|--|-------|------------|------------|--------------------|-----------------------|----------------------|----------------|--------------------|---------------------------|
|   |  |   |  | Total | 4 wk. max. | 7 day max. |                    |                       |                      |                |                    |                           |
| <b>7. Reference visitor<sup>9</sup></b> | 7.1 Individual   | <a href="#">By application</a>                      | City Campus Library and Coach Lane Library during reference visitor opening hours (usually 9.00 - 20.00 Mon - Fri, 9.00 - 17.00 weekends)                    | 0     | n/a        | n/a        | n/a                | n/a                   | n/a                  | n/a            | Copy only          | Walk in access            |
|   | 7.2 Validated programmes <sup>10</sup>   | By application                                      |  | 0     | n/a        | n/a        | n/a                | n/a                   | n/a                  | n/a            | Copy only          |                           |
|   | 7.3 School and College students  | <a href="#">By application</a>                      |  | 0     | n/a        | n/a        | n/a                | n/a                   | n/a                  | n/a            | Copy only          |                           |
|   | 7.4 Staff and students from other UK Higher Education Institutions <sup>11</sup> | Access on production of home institution ID         | City Campus Library and Coach Lane Library during reference visitor opening hours (usually 9.00-20.00 Mon-Fri, 9.00-17.00 weekends)                          | 0     | n/a        | n/a        | n/a                | n/a                   | n/a                  | n/a            | Copy only          | Walk in access<br>Eduroam |
|   | 7.5 Law Society  | Access on production of Law Society membership card | Law Practice Library and City Campus Library during reference visitor opening hours (usually 9.00 - 20.00 Mon - Fri, 9.00 - 17.00 weekends during term-time) | 0     | n/a        | n/a        | n/a                | n/a                   | n/a                  | n/a            | Copy only          | Walk in access            |
|   | 7.6 SCONUL Band R users  | <a href="#">By application</a>                      | City Campus Library and Coach Lane Campus Library  | 0     | n/a        | n/a        | n/a                | n/a                   | n/a                  | n/a            | Copy only          | Walk in access            |

<sup>9</sup> It may be possible to apply for a reference-only Smartcard. Please see <https://library.northumbria.ac.uk/membership/visitors>

<sup>10</sup> See also 6.2 if specific terms have been included in the validation

<sup>11</sup> See also 5.1 if applicable



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### 3.2 Notes and guidelines on membership and access<sup>12</sup>

**3.2.1 Northumbria University students** - All Northumbria students have membership of the University Library upon enrolment. The University smartcard issued at enrolment also acts as the Library card. Membership is valid for the duration of the programme of study. Students with a disability may request a smartcard for their Helper or Support Worker. This can be associated with a student's account to facilitate proxy borrowing if needed. Applications should be made through Northumbria's Disability and Dyslexia Support Team, Student Life and Wellbeing.

**3.2.2 Northumbria University staff** - All Northumbria University staff have membership of the University Library. Membership is activated as part of University smartcard collection at City Campus and Coach Lane libraries. Please note a [Library registration form](#) may need to be completed staff not yet on payroll. Any members of staff not paid directly by the University may be eligible as a Northumbria Associate (see note 5 below).

**3.2.3 Northumbria University research postgraduates** - Research postgraduates have smartcard access to the Research Commons at City Campus Library and the Research Zone at Coach Lane Library.

**3.2.4 Northumbria University taught postgraduates** - Taught postgraduates have smartcard access to the City Campus Library Masters Reading Room.

## 4. Northumbria University Alumni

**4.1** Graduates of Northumbria University and former institutions and constituent colleges\* can [apply](#) for University Library membership at a reduced rate. Selected electronic resources are available via walk-in access (see section 10 'walk-in access to e resources'). *\*These include: Newcastle Polytechnic, Rutherford College of Technology, College of Art and Industrial Design, Municipal College of Commerce, City College of Education, Northern Counties College of Education, Bede, Newcastle and Northumbria College of Health.*

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<sup>12</sup> Access is by University smartcard only. If this has been lost/forgotten a maximum of three visitor passes may be issued per academic year. Proof of staff/student status and photo ID is required



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### 5. Northumbria University Associates

5.1 Smartcards issued on application and subject to proof of identity as stated below. Membership will be subject to review.

5.2 Selected electronic resources are available via walk-in access (see section 10 'walk-in access to electronic resources').

5.3 Associates include but are not exclusive of:

- **University governors** - Covering documentation from Vice Chancellor's Office
- **Students' Union sabbaticals and staff** - Covering documentation from Northumbria Students' Union
- **Retired Northumbria University staff** - Covering documentation showing proof of previous employment with Northumbria University
- **Contracted staff** - [Online application form](#)
- **Emeritus professors** - Covering documentation from relevant Pro Vice Chancellor
- **Graduate fellows** - Covering documentation from relevant Faculty
- **Visiting scholars & lecturers** - [Online application form](#)
- **Honorary members** - As advised by the Head of Library Services
- **Clinical NHS staff** - [Online application form](#)
- **Franchise teaching staff / QA staff** - Covering documentation from Faculty/QA
- **Studio and artist staff** - Covering documentation from Faculty
- **Incubator students** - As advised by the Graduate Enterprise Team. Given the nature of the work undertaken by Incubator students some specific conditions on walk-in access may apply.



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## 6. Reciprocal Access Schemes

**6.1 SCONUL** - Reciprocal arrangement with participating universities and higher educational establishments. Smartcard allows access throughout opening hours for the duration of the home Library membership or three years, whichever is shorter. Certain categories of user (academic staff, research students, taught postgraduates, part-time, distance learners and students on placement) also have limited borrowing rights. At specified times e.g. exams, access to Northumbria University libraries may be restricted.

To qualify for the [SCONUL Access Scheme](#) you must be registered as a library user in good standing with your home university (i.e. having no debts at your home library and not having seriously infringed their rules). Once you have been accepted into the scheme band A, B or C users can [apply for borrowing membership](#) of Northumbria University Library. Band R (undergraduates) can [apply for a reference only smartcard](#) to access City Campus or Coach Lane Libraries.

**6.2 Retired staff from Newcastle University** - On application through Newcastle University Library. Covering documentation from Newcastle University Library and Newcastle University Library membership card.

## 7. Subscription Membership

**7.1 Individual subscription** - [Online application form](#).

**7.2 Collaborative venture partners** - Membership negotiated as part of the programme approvals process with Student and Library Services, faculty contacts, Academic Quality and Collaborative Venture partners.

## 8. Reference

**8.1** Upon successful application reference visitors will be issued with a time-limited reference pass. The pass will remain valid until the expiry date which varies with reference visitor type. Reference visitor access is available during reference visitor opening hours, which is usually



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9.00 – 20.00 Mon-Fri and 9.00 – 17.00 at weekends. Reference visitors will be required to report to the Ask4Help desk on every visit. Regular visitors can [apply for a reference-only smartcard](#). Reference access to closed collections e.g. special collections and Law Practice Library at City Campus East, is restricted and subject to the provisions of relevant legal and reciprocal agreements. Access may be by appointment only. If you are a visitor with a disability and would like to arrange a personal tour and induction, please [contact Library Staff](#) prior to your visit to discuss any access requirements.

**8.2 Individual** - By application. Photo ID and proof of address are required.

**8.3 Students on validated programmes** - Reference access only to University Library resources. Home institution supply resources.

**8.4 School and College students** – School and College students aged 16 and above and studying for any non-higher education qualifications are eligible to apply for reference membership of the University Library if their teacher or lecturer, on behalf of the home institution, has arranged a formal visit and induction. On this first visit students must be accompanied by their teacher. An “Induction to the Library” session will be provided to the students by Library staff. Visitor passes will be issued as part of this introductory library visit, on completion of an application form verified by the relevant teacher. Duration of the pass will be agreed by the teacher prior to their visit; maximum one academic year. Access will then be permitted as follows for the duration of the visitor pass:

- A valid visitor pass must be presented on every visit to permit access
- The school must agree to be responsible for the behaviour of the students whilst on University Library premises
- Access is for reference use only and no materials may be borrowed; access to electronic resources is not available.

**8.5 Staff and Students from other UK HE institutions** - Access on production of home institution ID. Please also see section 6.1 SCOUNL access, for additional information.



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### **9. Law Society**

**9.1** Members of the Law Society with proof of current Law Society membership and a photo ID will be issued with visitor pass valid for one year, giving reference access to the City Campus Library and the Law Practice Library at City Campus East.

### **10. Walk-in Access to Electronic Resources**

**10.1** Walk-in access to e-resources may be available to visitors and associate members of Northumbria University Library. Such access is for the individual's own academic and non-commercial use and restricted to projects concerned only with their own studies and research, for which no remuneration is received by the individual whether directly or indirectly.

Anyone wishing to make use of e-resources in this way should make a request to the University Library's [Discovery and Access team](#) indicating which resource(s) they would like to use. A check will be made to ensure walk in access is available (this may take up to 5 working days). Once access is confirmed, a member of Ask4Help will be able to log you onto a PC and assist you in locating the specific resources.

### **11. Conditions of Use**

**11.1** Use of the University Library is permitted subject to the University regulations for the use of the Library and Computing facilities (see section 7).

**11.2** The University Library reserves the right to withdraw access in the event of misuse of Library facilities and during peak use times e.g. University exam times.

**11.3** The Library Collections and related materials are developed, acquired and managed in support of Northumbria University's learning, teaching and research. The University Library takes no responsibility for visitors accessing material (e.g. adult) they may deem unsuitable or inappropriate.



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- 11.4** Northumbria University students and staff have access to the University Library upon presentation of a valid University Smartcard.
- 11.5** Northumbria University Associates have access to the University Library upon presentation of a valid University Smartcard.
- 11.6** Students and staff from other UK universities have reference access to the University Library upon presentation of a valid Library card/ticket from their home institution, or they may be able to apply for a smartcard with limited [borrowing rights](#) or for [reference only access](#) if they are members of the SCONUL Access Scheme.
- 11.7** All reference users of the University Library must obtain an individual reference visitor pass from Ask4Help on production of relevant documentation, see <https://library.northumbria.ac.uk/info-visitors> for details.
- 11.8** At specified times, including those advertised in the [opening hours](#), access to the University Library is permitted only on production of a valid University Smartcard.

## **12. Children in the Library**

- 12.1** Please note that children under the age of 16 may access the University Library only in the care of a registered Northumbria University student, staff member or authorised library visitor. This registered person must supervise accompanying children at all times, take full responsibility for their well-being and safety and ensure their behaviour is in accordance with University regulations. You must call at the Ask4Help desk to register visiting children, where you will be provided with more information about children in the Library. If you do not observe these guidelines University security may be informed and you may be required to leave the University Library.



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### **13. University Regulations for the use of the Library and Computing Facilities (Appendix 5 of the Handbook of Student Regulations)**

The full Handbook can be viewed online at <https://www.northumbria.ac.uk/about-us/leadership-governance/vice-chancellors-office/legal-services-team/handbook-of-student-regulations/>





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## Appendix

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### Regulations for the Use of the Library and Computing Facilities

#### 1. Scope

CONDITIONS OF USE OF THE UNIVERSITY LIBRARY AND COMPUTING FACILITIES AND RELATED SERVICES AND/OR ANY OTHER COMPUTING FACILITIES ACCESSED THROUGH THE UNIVERSITY FACILITIES. The use of the resources under these conditions is limited to the user's period of membership of or employment by the University.

#### 2. Definitions

For the purpose of these regulations the following words have these meanings:

**"User" or "Users"** - students, staff or any person(s) who enter(s) the University's premises or make(s) use of University facilities in any way whatsoever

**"Borrower"** - any person who as a result of the issue of a University Smartcard to him/her is authorised, to access Library resources for his/her own use

**"Username"** - a form of unique identifier which is given to the user by the University which together with a personal password of the user is used to identify and authenticate the user when using computing facilities

**"Network"** - connections and systems on and between the University Campus Network, the UK Joint Academic Network (JANET) and the global Internet

**"Material/Resources"** - any items of the University Library collection including book, journals, electronic resources, theses, microfilm, microfiche, DVDs, illustrations, pictures, films, video tapes, learning spaces and equipment such as computer hardware and software, laptops and printers.

#### 3. Use of University Resources

The University resources provided are for the user's own individual academic use; they must not be given or lent to anyone else. The use of resources must be restricted to projects concerned



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only with the user's own studies, research and teaching and other University purposes, for which no remuneration other than from funds administered by the University is received by the user whether directly or indirectly.

### **4. Legal Requirements**

**4.1** The user is required to conform to the requirements of the law, including:

- Data Protection Act 1998
- Computer Misuse Act 1990
- Copyright, Designs and Patents Act 1988
- Copyright (Computer Programs) Regulations 1992
- Obscene Publications Act 1959
- Telecommunications Act 1984
- Defamation Act 2013.

**4.2** Copying of licensed software without permission of the copyright holder is an illegal act and is forbidden.

**4.3** Hacking or the introduction of viruses is an illegal act and is forbidden.

### **5. Copying and Use Restrictions**

**5.1** It is the responsibility of all users to ensure that they do not infringe copyright law in their use of licensed library collections and the use of licensed software and equipment.

**5.2** Intellectual property laws cover copyright, designs, patents and trademarks. Of these the law most likely to be breached is copyright. The rights of copyright owners in the UK are protected through the Copyright, Designs and Patents Act 1988 and subsequent amendments. Copyright law offers protection to a variety of types of material including: literary, dramatic, musical or artistic works, sound recordings and films or broadcasts.



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- 5.3** The University works within what is allowed by fair dealing exceptions in copyright law, and by subscribing to licences that allow copying and reuse beyond what is permitted by copyright law. These licences include; The Copyright Licensing Agency (CLA) HE Licence; the Newspaper Licensing Agency (NLA) Education Establishment Licence; and the Educational Recording Agency (ERA+) licence.
- 5.4** The user must observe any restrictions placed on the use of specified software, and equipment which are stated in any documentation relating to the use of such software or equipment.
- 5.5** The user must abide by the restrictions of copyright law, licences for subscribed electronic materials (including the Eduserv User Acknowledgement of Third Party Rights), and University licences which allow further copying and reuse in their use of third party materials from the Library collection.
- 5.6** Permission must always be obtained from the rights holder for use of third party materials which falls outside copyright law or that which is permitted by licensed resources and the licences to which the University subscribes which allow copying and re-use of material beyond what is permitted by copyright law. Further information and advice relating to the use of copyrighted third party materials is provided by the University's Copyright Service delivered by the University Library and can be found at [library.northumbria.ac.uk/copyright](http://library.northumbria.ac.uk/copyright).

## **6. Use of the Network**

- 6.1** Where the University's resources are being used to access JANET or other networks and facilities the user must comply with the JANET Acceptable Use Policy or the acceptable use policy of other networks and facilities. Any abuse of the JANET Acceptable Use Policy or the acceptable use policy of other networks and facilities will be regarded as a breach of these regulations.
- 6.2** The user must not use University resources for the creation, viewing or transmission of material that is grossly offensive, indecent, obscene, or of a defamatory or menacing nature.



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**6.3** The user must not use University resources to distribute unsolicited commercial material.

**6.4** Users should be aware that their use of the Network may be monitored and subject.

### **7. University Policies and Strategies**

The user is required to be aware of, and ensure that their use of the University Library and computing facilities complies with, the University's policies and strategies, including:

- The University Library Membership and Access Policy and Guidelines
- IT Systems Security Policy
- IT Acceptable Use Policy
- Computer Systems Interception and Monitoring Policy.

### **8. Computer Usernames and Library membership**

**8.1** A Northumbria username, University Smartcard (encompassing Library membership) and any other personal usernames issued are for the use only of the person to whom they are issued and are not transferable.

**8.2** The user must keep their usernames and passwords confidential.

**8.3** Lost University Smartcards should be reported immediately to Student and Library Services.

**8.4** Replacement University Smartcards will be charged for at a replacement cost.

### **9. Use of Premises and Equipment**

**9.1** The University Library seeks to create a safe and supported learning environment. To enter University Library premises users should have a valid University Smartcard or pass issued on application to the Ask4Help Desk. Reference passes will only be issued on production of [suitable ID](#). Temporary reference passes may be provided a maximum of three times in one academic year when staff or students have forgotten their University Smartcard. At specific times access is by University smartcard only, without this you will not be allowed into the building. To use Open



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Access computing facilities users should also have a valid username issued by the University. Your University Smartcard, reference pass and/or username must be shown or declared at the request of the Head of Library Services or any other duly authorised officer.

- 9.2** Any person without such a smartcard, pass or username may be requested to leave University Library premises.
- 9.3** Users may bring coats and bags into the University Library premises on condition that such items may be searched by any duly authorised officer who has good reason for concern. Personal belongings should not be left unattended in the Library or used to reserve study spaces.
- 9.4** The University assumes no responsibility for any damage or theft of users' property.
- 9.5** Smoking and the use of e-cigarettes is not permitted on University Library premises.
- 9.6** Eating and drinking are permitted in University Library premises and in accordance with current Library guidelines. Hot food may not be consumed on University Library premises or within Student Central spaces.
- 9.7** In University computing facilities, users must observe local restrictions on eating and drinking and use of mobile phones.
- 9.8** Consumption of alcohol is not permitted in University Library premises, or in University computing facilities.
- 9.9** Users of the University Library and computing facilities must not by their conduct disturb other users.
- 9.10** The user must not remove equipment from the location to which it has been assigned or tamper with normal operational settings.



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- 9.11** Users are advised to exercise caution when connecting portable devices to University networks.
- 9.12** Removing University resources without authorisation or stealing or attempting to steal University resources is forbidden.
- 9.13** The user must not use the resources authorised in such a way as to cause a nuisance to other users, or in such a way that the work of other users, the integrity of the computing equipment or any stored programs or data may be jeopardised.

### **10. Borrowing Regulations**

- 10.1** Materials may be borrowed from the University Library in accordance with the current loan procedures.
- 10.2** If University resources are lost or damaged the facts must be reported immediately to the University Library. The borrower/user will be required to repay the full cost of replacement or repair, as evidenced by the Library.
- 10.3** The person named on the University Smartcard is responsible for the care and safe return to the Library, on or before the due date of all resources borrowed.
- 10.4** If Library material is not returned then the borrower will be liable to pay a fine for each working day the material is overdue, up to a maximum of £20 per item. Library charges can be found at: [University Library online](#). If the material has reached its maximum fine and is still not returned, the borrower will be liable for the replacement cost of the material as well as the fines.
- 10.5** The University Library reserves the right to recall any material from loan prior to the date due. On receiving a notice of the recall of a loan, the borrower is required to return the material to the University Library by the advised date.



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### **11. Charges**

The user must pay such charges as may be incurred for the use of facilities or services, as determined by the University, details available at:

<https://library.northumbria.ac.uk/borrowing/charges>

### **12. Commercial Exploitation (see also section 3 of this Appendix)**

The user must report to the University immediately it comes to his/her notice, any reasonable probability of financial or commercial advantage arising out of his/her use of the University resources whenever this advantage would accrue and whoever would benefit. The user must agree to abide by the general conditions in force in the University on the exploitation of such financial or commercial benefits.

### **13. The University**

**13.1** Accepts no responsibility for the malfunction of any equipment or software, nor failure or integrity of any stored program or data.

**13.2** Accepts no responsibility for the malfunction of any personal devices including laptops used in or connected to University facilities.

**13.3** No claim shall be made against the University, its employees or agents in respect of any loss alleged to have been caused whether by defect in the resources or by act or neglect of the University, its employees or agents.

### **14. Breach of the Library Regulations**

**14.1** The University Library can only function properly and users feel secure to pursue their studies without undue interruption if all Library users behave according to the regulations and follow the [Code of Conduct](#).



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- 14.2** Library users may be asked by any Student and Library Services staff to manage their behaviour for the benefit of other Library users and the health and wellbeing of all in the University Library.
- 14.3** If Student and Library Services staff judge that specific behaviour continues to be inappropriate and is disturbing others, the person concerned may be required to leave the Library. In exceptional circumstances this may involve the University's Security staff.
- 14.4** Student and Library Services staff may also request that students do not enter the University Library if their behaviour is contrary to that stipulated by these regulations. In serious cases University Security staff may be called.
- 14.5** After any incident as described in 14.2-14.4 above, or any other disciplinary incident, the Head of Library Services (or their nominee) will consider whether further disciplinary action should be taken, either informally (regulation 3.8.1 of Section 3 - Student (Disciplinary Rules and Procedures) or formally (regulation 3.8.2).
- (i) Any of the penalties indicated in regulation 3.8.5 may be imposed as a result of a Disciplinary Hearing
- (ii) In exceptional circumstances access to the Library and its resources may be restricted pending a Disciplinary Hearing (regulation 3.6).

## **15. Information**

- 15.1** Copies of University IT systems strategy and policy documents and the JANET Acceptable Use Policy are available at: [www.northumbria.ac.uk/about-us/university-services/it-services/it-regulations-and-guidance](http://www.northumbria.ac.uk/about-us/university-services/it-services/it-regulations-and-guidance)