

Lincoln University - Library Regulations

- 1 Entry into the library and use of its material and services are conditional on following the rules that follow and instructions that may from time to time be given by the University Librarian and library staff.
- 2 The following people are eligible to use the library for reading, research and borrowing:
 - 2.1 The members of the university, that is:
 - a. Council members
 - b. University staff
 - c. Students who have paid tuition fees for the current semester/year.
 - 2.2 Retired members of university staff.
 - 2.3 Individuals who may not be members of staff but have a close working relationship with the university (including honorary appointments, contract lecturers and sabbatical visitors), at the recommendation of a senior manager and with the approval of the University Librarian or delegate.
 - 2.4 Staff of local organisations, which are closely affiliated to the university through joint working relationships, and which have been approved for free admission by the Vice Chancellor. Such approval would be for an initial period of 5 years.
 - 2.5 Current staff and students of tertiary institutions included within the Canterbury Tertiary Alliance and University Library Aotearoa New Zealand.
 - 2.6 If approved to use the library, the following persons will pay an annual fee for access:
 - a. Alumni
 - b. staff and students of tertiary institutions not covered by 2.5 above
 - c. other persons wishing to make serious use of the library whose applications have been approved by the University Librarian or delegate.
- 3 The general public may use the Library for reading and reference purposes without membership being required, so long as they follow all rules and instructions given by staff.
- 4 Access to databases and other electronic resources is governed by the specific database licences and may often be restricted to use only by members of the university.
- 5 The University Librarian, with approval of the AVC (Academic), may make rules for the operation of the library. A copy of the rules currently in force will be prominently displayed in the library and available on the Learning, Teaching and Library website. Copies will be available to library users on request.

Library Rules

Updated September 2020

DEFINITIONS: For the purposes of these rules:

- a. The word 'material' refers to any physical or virtual items made available through the library and includes books, serials, maps, microforms, audio/visual material, access to databases and online subscription-only content and all other property of the library.
- b. 'Librarian' will be taken to mean the University Librarian or any member of Learning, Teaching and Library (LTL) Staff properly authorised by the University Librarian.
- c. 'User' refers to any person making use of facilities and materials that are part of the library.
- d. 'Library card' also refers to a 'Staff or Student ID card' or 'Visitor Card.'

1 CONDUCT OF LIBRARY USERS

- 1.1 Everyone in the library must respect the rights of other users.
- 1.2 Anyone using the library must identify themselves on request by any member of the academic, security or LTL staff.
- 1.3 Silence in designated noise-free zones of the library must be observed. Quiet study related conversation is permitted elsewhere in the library. Note: library policy on Intrusive Noise at: <https://ltl.lincoln.ac.nz/services/collections/policies/>
- 1.4 Mobile phone sounds and activities must not disturb others – user may be asked to switch their phone to silent or to turn it off if nuisance is reported to library staff.
- 1.5 Smoking is forbidden in the library. Lincoln University is a smoke free campus with designated smoking areas on campus and it is not tolerated elsewhere.
- 1.6 Non-alcoholic drinks in spill proof containers are permitted.
- 1.7 Food and non-alcoholic drinks may be consumed in designated areas of the library. Food and drinks must not be overly noisy, strong smelling or messy to consume. **Any hot, smelly food should be consumed in the Student Lounge on the ground floor of the library.** LTL staff will use their discretion in determining which types of food and drink are suitable.
- 1.8 Anyone leaving the library must, if asked by staff, present for inspection all books, bags and property being carried out from the library.
- 1.9 No one can reserve a study/work place in the library by leaving library material or personal property on a table or study area. **Any materials/property left in the library are not the responsibility of the library or library staff.**
- 1.10 The university accepts no responsibility for any personal property brought into the library.
- 1.11 A librarian may require any person guilty of disorderly or inconsiderate conduct or of any breach of these rules to leave the library immediately. A librarian may

withdraw library privileges from that person for such period as considered fit or apply charges as appropriate. Serious breaches of the rules by students will be reported to the University Proctor.

- 1.12 No unauthorized person shall enter or be in the library building for any purpose when the building is formally closed.
- 1.13 The University's policy on IT Security, internet use, including the Information and IT Security Policy, applies to the use of all IT equipment within the library.
<https://www.lincoln.ac.nz/footer/LU-Policy-Library/home/?sti=12&cat=Information%20Technology>

2 CARE OF LIBRARY MATERIAL

- 2.1 No one may deliberately or carelessly mutilate, deface or misplace any library material or piece of library equipment.
- 2.2 Anyone responsible for mutilation, defacement or loss of library material, furniture or equipment may be required to pay the full cost of replacement of any article plus any other financial charge or disciplinary measure imposed by the librarian.
- 2.3 Material consulted in the library should be left for collection by staff and not replaced on the shelves, except when the user is certain of returning it to the correct location.

3 LIBRARY CARDS

- 3.1 Registered library users must hold a current library card, which must be produced on request.
- 3.2 If a library card is lost the user must report the loss to a librarian immediately.
- 3.3 A librarian may issue a new library card in the place of one that is lost or damaged after payment of the current fee for replacement cards.
- 3.4 Library users are responsible for notifying a librarian immediately of any change of address, via LUCAS for staff and student users (as per Library Regulations 2.1 and 2.3) and via askl@lincoln.ac.nz for Community Users (as per Library Regulations 2.2, 2.4 – 2.6). Failure to notify change of address - email or physical - will not be an acceptable reason for not receiving library notices.

4 BORROWING

- 4.1 **General**
 - 4.1.1 Material shall not be issued to anyone who does not hold a current library card. Material may be issued only to the borrower in person or to a person having the written authority of the borrower. Library users shall be held responsible for any material which is issued on their card.
 - 4.1.2 A librarian has discretion to limit the period for which any material may be borrowed by one person at any one time, and to grant special borrowing privileges to meet particular circumstances.
 - 4.1.3 No user shall remove from the library any material that is the property of the library without its issue being properly recorded.

- 4.1.4 All borrowed material being returned to the library must be placed in the secure RETURNS area or handed to a librarian or sent by mail addressed to:

George Forbes Memorial Library, PO Box 85064, Lincoln University, Lincoln 7647

When the library is closed, books can be returned via the after-hours returns slot at the entrance to the library.

- 4.1.5 The privilege of borrowing from the library is forfeited by a borrower who retains any book overdue for return, or who has any unpaid fine or other library charge exceeding \$4.00 for one week or more.

4.2 Period of Loan

- 4.2.1 All registered undergraduate and external users may borrow books for 28 days, and multimedia and serials for 7 days.
- 4.2.2 University staff, council members and postgraduate students may borrow books for 60 days, and multimedia and serials for 7 days.
- 4.2.3 Loans of library material may be renewed twice, provided that they are not required in the library or by another borrower.
- 4.2.4 Any item on loan will be recalled if it is required by another borrower. Recalled items become due for return on the date specified on the recall notice, no matter what the original period of loan may have been. Failure to return items on the date specified will make the borrower liable for late fines from that date.
- 4.2.5 Borrowers are entitled to have items for 7 days of uninterrupted use except when the item is required for Short Loan or in exceptional circumstances.

4.3 Fines

- 4.3.1 The library does not accept payments in cash.
- 4.3.2 Any borrower failing to renew or return recalled or short loan items by the due date will be charged fines calculated in the following way:
(a) recalled items: \$4.00 per day;
(b) 24 open hours Short Loan material \$1.00 per hour; or
(c) 2-hour Short Loan material: 10 cents per minute.
- 4.3.3 Fines are calculated from the date/time due, or the new date for recalled items.
- 4.3.4 Unpaid fines will result in the borrower's record being blocked as per 4.1.6.
- 4.3.5 Fines shall be payable at the LTL Service Point on normal weekdays between 8.30am and 4:30pm, or if by cash, at the University Cashier between 8:30am and 4:30pm.
- 4.3.6 If payment is not made within 1 month of a fine being created, the borrower may be invoiced for the full amount outstanding, which shall also include an administrative charge of \$5.00.
- 4.3.7 The library is under no obligation to notify borrowers when material is overdue. It is the borrower's responsibility to keep track of loans.
- 4.3.8 Fines on Short Loan and recalled items shall be charged when material is returned

after the due date, even though no notice may have been sent to the borrower. Fines relating to any overdue material that is lost by a borrower shall accrue until such time as the loss is reported to a librarian.

4.4 Lost Material

- 4.4.1 Library material leaving the library remains the personal responsibility of the borrower until its return to the library. It shall not be privately lent. In the event of loss or serious damage, the borrower will be responsible for reporting this to the librarian and may be liable to pay the full cost of replacement, to which may be added an administration cost of \$5.00
- 4.4.2 Material may be assumed by a librarian to have been lost by a borrower if that borrower fails to return the material to the library within ten days of the sending of a final overdue notice.

5 SHORT LOAN

- 5.1 The loan of certain material in heavy demand may be restricted either permanently or for limited periods.
- 5.2 2 Hour Loan - material may be borrowed for use within the library only and must be returned or renewed by the correct due time. Failure to do this shall render the borrower liable for the appropriate fine.
- 5.3 24 Open Hours - material is permitted to leave the library but must be returned on the correct due day and at the correct due time. Failure to do this shall render the borrower liable for the appropriate fine.

6 INTER-LIBRARY LOAN

- 6.1 Members of the university staff and postgraduate students may apply for material essential to their work or research to be obtained for them from other libraries (known as Inter-Library Loan or Interloan) on conditions imposed by the lending library in each case.
- 6.2 This service may be made available to undergraduate students on the written recommendation of a member of the academic staff in each instance.

7 COPYING & PRINTING

- 7.1 Any person making use of the copying, printing and scanning facilities of the library must comply with the current New Zealand law on copyright and any licences or restrictions that may from time to time be enforced.