

## Library Regulations

- 1 Admission to the Library and use of its material and services are conditional upon observation of the rules and of such directions as from time to time may be given by the Librarian.
- 2 The following shall be eligible to use the Library for reading, reference and borrowing:
  - 2.1 The Members of the University, that is:
    - a. members of the Council
    - b. members of the University staff
    - c. students who have paid tuition fees for the current session.
  - 2.2 Retired members of the staff.
  - 2.3 Individuals who, though not members of staff, 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 Librarian.
  - 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 Staff and students of tertiary institutions included within the Canterbury Tertiary Alliance and University Library Aotearoa New Zealand.
  - 2.6 The following persons who shall pay an annual fee:
    - 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 Librarian.
- 3 Members of the general public may use the Library for reading and reference purposes only.
- 4 Access to databases and other electronic resources will be governed by the specific database licences and may be restricted to members of the University.
- 5 The Librarian, with approval of the AVC (Academic), may make rules for the operation of the Library. A copy of the rules for the time being in force shall be prominently displayed in the Library and on the Library web site. Copies shall be made available to Library users on request.

<b>Library Rules</b> Updated July 2014
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**DEFINITIONS:** For the purposes of these Rules:

- a. The word 'material' shall be taken as meaning any physical or virtual items made available through the Library and shall include books, serials, CD-ROMs, maps, microforms, audio/visual material and all other property of the library.
- b. The word 'Librarian' shall be taken as meaning the University Librarian or any member of Library, Teaching and Learning (LTL) Staff properly authorised by the University Librarian.
- c. The word 'user' shall be taken as meaning any person making use of the facilities of the Library.
- d. 'Library card' shall be taken as also meaning 'Staff or Student ID card'.

## 1 CONDUCT OF LIBRARY USERS

- 1.1 Everyone in the Library shall respect the rights of other users.
- 1.2 Anyone using the Library shall identify themselves on request to any member of the academic or LTL staff.
- 1.3 Silence must be observed in designated noise-free zones of the Library. Quiet study related conversation is permitted elsewhere. Conversations about matters other than study should occur in the Lounge, Time Out areas, enclosed Lift lobbies or Library foyer. Note: Library Policy at: <http://library.lincoln.ac.nz/Documents/Library/Policies/policy-intrusive-noise.pdf>
- 1.4 All cell phones should be switched to "silent ring" when entering the Library.
- 1.5 Smoking is forbidden in the Library and within 5 metres of any entrance.
- 1.6 Non-alcoholic drinks in spill proof containers are permitted.
- 1.7 Food and non-alcoholic drinks may be consumed in the Library. LTL staff will use their discretion in determining which types of food and drink are suitable to be consumed in the public areas.
- 1.8 Anyone leaving the Library shall, if called upon to do so by a Librarian, present for inspection all books and property being carried out from the Library.
- 1.9 No one shall reserve a working place in the Library by leaving library material or personal property on a reading table. Material and property left at a vacated working place may be removed by a Librarian after the table has been vacated for more than 15 minutes. Any user unable to find a working place may ask a Librarian to clear a table.
- 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 shall 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 Internet use, including the Information and IT Security Policy, applies to the use of all IT equipment within the Library.  
[ITS Policies - Internet Use Policy](#)

## 2 CARE OF LIBRARY MATERIAL

- 2.1 No one shall deliberately or carelessly mutilate, deface or misplace any library material or piece of library equipment.
- 2.2 Anyone responsible for deliberate or careless mutilation or defacement or misplacing of library material, furniture or equipment may be required to pay the full cost of replacement of any article defaced, mutilated or lost in addition to any financial charge or other disciplinary measure imposed.
- 2.3 Material consulted in the Library should be left on the tables and not replaced on the shelves, except when the user is certain of 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 shall 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 on payment of the prescribed charge.
- 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 [AskUs](#) 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 Material marked 'For Reference Only', current serials and other material that have not been a part of the Library stock for more than 14 days shall not normally be made available for loan.

- 4.1.4 No user shall remove from the Library any material that is the property of the Library without its issue being properly recorded.
- 4.1.5 All borrowed material being returned to the Library shall be returned to the Service Point or by mail addressed to:  
The Librarian, PO Box 85064, Lincoln University, Lincoln 7647  
When the Library is closed, books may be returned via the returns slot at the entrance to the Library.
- 4.1.6 The privilege of borrowing from the Library is forfeited by a borrower who retains any book overdue for return, or who has any 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, whatever the original period of loan may have been. Failure to return items on the date specified shall render the borrower liable to the appropriate fine 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 shall be liable to pay a fine calculated on the following scale:
  - (a) recalled items: \$4.00 per day;
  - (b) 24 open hours Short Loan material \$1.00 per hour; or
  - (c) 1 - 2 hour Short Loan material: 10 cents per minute.
- 4.3.3 Fines are calculated from the date due, or 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 8.00am 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 the imposition of a fine, the borrower may be invoiced for the full amount outstanding, which shall 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 shall be responsible for reporting to the Librarian such loss or damage and may be liable to pay the full cost of replacement, to which may be added an administrative 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 despatch 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 renew at the correct due time. Failure to do this shall render the borrower liable to 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 to 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 to be obtained for them from other libraries 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 shall comply with the current law on copyright and any licences that shall from time to time be enforced.