

Regulations for use of Kingston University Libraries

2024/2025

1.0 General

1.1 The use of the resources under these conditions is limited to the user's period of membership of, or employment by, the University. Membership and use of the Library is conditional upon the Regulations being observed at all times. Where users are also members of another institution's library, they are also subject to the regulations of their home institution.

1.2 For the purposes of these Regulations, the term 'Library' is used to refer to all four of the University's campus libraries which together form the University Library. The term 'book' covers books and other material owned by the Library.

1.3 The Executive Director for Students (or delegated deputies) have the authority to levy fines or charges as necessary and to exclude from the library any person who infringes these Regulations, in accordance with Academic Board minutes 73/4 AB46. Infringement of these Regulations can lead to disciplinary action being taken under the University's [Student Disciplinary Procedure](#).

2.0 Legal Requirements

2.1 The University and users are required to conform to the requirements of the law, including those below and any subsequent laws replacing them:

- Data Protection Act 2018
- UK General Data Protection Regulation
- Computer Misuse Act 1990
- Copyright, Designs and Patents Act 1988
- Copyright (Computer Programs) Regulations 1992
- Obscene Publications Act 1959
- Telecommunications Act 1984
- Defamation Act 1996

2.2 The Library will process User's personal data for the purpose of administrating their membership and use of the Library. The lawful basis for processing the data is to enable

delivery of a service (performance of a contractual obligation). This data will be retained throughout the user's membership or use of the Library plus six years from the financial year end after the user leaves the University. It will not be passed on to third parties without the user's consent except as permitted by the University's Policy on Data Protection.

3.0 Membership and Access

3.1 Membership of the University Library is open to all currently registered staff and fully enrolled students of the University. In addition, members of the public and certain groups and institutions may also apply for membership. Registration is administered at the Information Centre within each library. A 6 or 12 month membership can be purchased for an entitlement to borrow books.

3.2 Archive researchers can register with the Archives. Researchers wishing to view the collections must make an appointment by contacting archives@kingston.ac.uk at least one week in advance.

3.3 Members of the public are welcome to visit our library buildings and use our cafes (if University Library Rules and Regulations are adhered to). However to help us manage capacity in our library buildings we have certain restrictions regarding the use of our study spaces. For more information please visit our external website ([Library services for visitors](#)).

3.4 Kingston University policy and guidance will be followed to enforce any outcomes regarding all forms of Library Membership, this may include disciplinary, Health and Safety or any other considerations. Any resulting fines or charges must be paid before Library membership is reinstated.

3.5 In line with University Rules and Regulations, valid Kingston University ID cards (or Kingston University Digital ID equivalent) should be carried by current students and staff when in the library and shown to any member of staff who requests to see it.

3.6 All users who enter or use the Library during Night Opening must show valid and current University ID.

3.7 The University ID card or Kingston University Digital ID must not be used by anyone other than the card holder / individual in question.

3.8 Library borrower PINs must not be revealed to a third party.

4.0 Borrowing

4.1 Users must present a current and valid card when borrowing books. No book may be removed from the Library until it has been issued to the user. University ID cards are not transferable, and users are responsible for all items issued to their account.

4.2 Fines are charged if books are returned late, in accordance with notices displayed in the Library. Non-return of overdue books or non-payment of accumulated fines will result in the suspension of borrowing rights until the books have been returned and all fines and administrative charges paid.

4.3 When an item is lost, the full replacement cost must be paid, and an administrative fee may be charged.

4.4 Journals and other reference material may not be removed from the Library.

4.5 The attempted removal of any un-issued or unauthorised material may result in disciplinary action being taken under the University's [Student Disciplinary Procedure](#) or even prosecution. If the exit alarm is triggered, users must allow staff to examine any books in their possession.

4.6 Books borrowed from other libraries through the Interlibrary loans service are subject in each case to the conditions imposed by the lending library.

4.7 All books borrowed must be returned to the Library and all outstanding fines paid before a user ceases to be a member of the University library. Failure to return outstanding loans will result in action being taken to recover the cost of the item or items outstanding and any outstanding charges.

4.8 No one younger than 18 may borrow or watch an '18 certificate' DVD.

5.0 Behaviour

5.1 Any behaviour which disturbs or inconveniences other users or is detrimental to the contents or fabric of the Library is forbidden.

5.2 The use of mobile phones, personal audio equipment including laptops without headphones and the consumption of food may only take place in designated areas.

5.3 Riding any form of wheeled transport in the Library, with the exception of authorised mobility transport, is not permitted.

5.4 Users should use the most appropriate study area in which to study and then observe the relevant (silent, whisper or group study) protocol.

5.5 The Library is not to be deliberately used for sleeping: in particular, furniture must not be moved to create beds and, for safety and security reasons, lights must not be switched off. Students found asleep, particularly at night, will be woken up to ensure that they are not unwell and may be asked to leave the Library.

5.6 Library staff have the authority to exclude anyone demonstrating inappropriate behaviour and users must leave the Library when asked to do so. Refusal to do so will be referred to security staff and may be subject to the disciplinary procedures

6.0 Use of Premises, Equipment and Resources

6.1 No Library equipment may be moved, modified, tampered with or misused and users must comply with separately displayed instructions and regulations. End user computing equipment in the Library is subject to Library and Learning Services rules contained within the IT Security Policy.

6.2 Users losing or damaging Library materials, equipment, facilities or furniture will be liable to pay the full replacement cost as well as a handling charge and fine. (The term “damage” includes unauthorised modifications to equipment which, whilst not permanently harming the equipment, incurs time and/or cost in restoring to its original state).

6.3 Mobile devices may be used in the Library but it is the responsibility of the owner to have such equipment tested for electrical safety, and use is conditional upon the owner’s acceptance of responsibility for damage to University property caused by their equipment. Users can connect to power supply if safe to do so but must not plug in personal computer equipment directly to other University equipment (e.g printers).

6.4 For the security of your own data, do not leave computers logged in and unattended. Automatic PC shutdown will occur after a period of inactivity and staff reserve the right to logout unattended machines.

6.5 Cameras and other recording equipment must not be used in the Library without the permission. Readers using digital cameras and personal scanners or similar equipment to copy Library materials must observe copyright law.

7.0 Security and Safety

7.1 Users must leave the Library by closing time, or immediately on hearing the fire alarm or when required to do so in an emergency.

7.2 The University accepts no responsibility for loss or theft or damage to personal belongings left anywhere in the Library.

7.3 As stated in the University's policy for Admission of Applicants under 18 years "It is important that students under eighteen years of age, and their parents or guardians, understand that the University campus presents an 'adult' environment". All visitors to the Library under 16 years old should be accompanied by an adult.

8.0 Copying and Use Restrictions

8.1 Users must observe copyright law and the terms of any licences for material they use. Information about copyright and the University's licences for the copying of print, electronic and audio-visual media are available [online](#). Copyright notices are also displayed by University multifunctional devices and printers.

8.2 The user must observe any restrictions placed on the use of specified software, information and equipment which are stated in any documentation relating to the use of such software, information or equipment.

8.3 By using Kingston University Library Software and Databases the user is agreeing to abide by the CHEST Code of Conduct and the Copyright Acknowledgement. See [Chest Code of Conduct](#) for the full text.

8.4 Any usernames and passwords issued for the purposes of accessing electronic information sources are for the personal use of the person to whom they are issued and must be used only in connection with their University study. They must not be passed on to a third party.

9.0 Regulations for Using IT Facilities

The IT Security Policy forms a key part of the University's overall Information Security Policy. The IT Security Policy focuses on the technical and usage issues in relation to the University's IT systems whereas the Information Security Policy governs the broader issues of ensuring information is only read, heard, changed, broadcast and otherwise used by people who have the right to do so.

In using Information Technology (IT), users at Kingston University have the ability to create, store and/or access a wide range of electronic information. The aim of the policy is to ensure that:

- The relevant information is always available to the relevant users
- Confidentiality is always maintained
- The integrity of the information is maintained

This policy enforces the appropriate use of IT within Kingston University and is reinforced by recommendations from JISC and UKERNA in line with BS7799.

By use of the IT facilities provided by Kingston University, you have accepted the terms and conditions of the IT Security Policy and agreed to abide by them.

The [IT Security Policy](#) is available online.

September 2024