Library User Rights and Responsibilities: Using Libraries, Archives, Special Collections Centre (ASCC) and Learning Zones (LZ)

Resources

Library web pages

Library search

We will:

• provide information resources (books, journals, e-resources, DVDs, equipment, etc.) to support learning, teaching and research at the UAL.
• communicate with you using your UAL email account.
• give you opportunities to help us to improve our services by giving us feedback e.g. via course committee meetings, surveys, feedback forms and boards, ASK, or speaking with a member of staff.
• act upon queries reported to us and communicate with you to resolve problems.
• offer induction for new students and ongoing information/research skills sessions.
• provide library guides Library guides online and in print and for more information about our service.
• provide a variety of learning environments to support your study and research.
• provide a clean and tidy environment, including facilities for recycling where possible.
• provide a range of equipment to support your study and research.
• treat all users fairly and with respect and courtesy.
• follow health and safety regulations to ensure a safe environment is provided.

You will

• Please use and loan library items appropriately and do not damage or deface them.
• pay for items you damage, lose or fail to return.
• ensure items are issued before leaving the library.
• return all borrowed items by the date they are due, and if they are reserved by others.
• ensure all returned items have been discharged from your record and report any queries or errors
• have no overdue loans or fines/charges over £10 in order to borrow or renew items.
• return all items and pay any fines/charges before your exam board sits, you leave the university, or you take time out from your course.
• check your university email to receive communications from us.
• adhere to the Library Services Code of Conduct
• borrow DVDs and videos on the understanding that they are for educational use only and must not be copied.
• follow UK legal guidelines on display in Library Services when using printing and copying facilities.
• abide the IT Network and Acceptable Code of Use Policy.
• treat all staff and users with respect and courtesy.
• follow the UAL Disciplinary Code for Students and respect that inappropriate, offensive, abusive, aggressive, anti-social or discriminatory behaviour and language will not be tolerated.
• leave immediately on hearing the fire alarm or when asked to do so in an emergency.
• allow staff to check your belongings if the exit alarm sounds.
• take responsibility for your personal property.
• not use electronic cigarettes in Library Services spaces.

If you do not follow these principles and the Code of Conduct:
• your behaviour or actions may be reported to Programme Directors and Deans.
• you may be asked to leave the premises.
• your rights to borrow items or use Library Services resources may be suspended.
• action may be taken under the Library Services Policy for Minor Misconduct.
• disciplinary or legal action may be taken under the Disciplinary Code for Students.

Security systems including CCTV are in operation.

Library Services complies with:
University Student Charter
Disciplinary Code for Students
IT Network and Acceptable Code of Use Policy
UAL Health and Safety policies
General Data Protection Regulation (GDPR)

See also:
Code of Conduct for Library Services
Library Services Policy for Minor Misconduct
Library Services Complaints Policy