


Library Usage Policy		
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Library Usage Policy

Revision History

Revision	Date	Revision Description DCRT#	Originator
01	02 September 2003	Conversion of OP125	Lisa Whelan
02	04 September 2003	Update of regulations	Lisa Whelan
03	15 June 2004	Update of regulations	Sandra Firth
04	11 September 2009	Update of regulations	Librarian

1. Purpose

The following regulations aim to ensure that the Library is a comfortable environment for all, which is conducive to study.

2. Scope

These regulations apply to all users of the library.

3. Regulations

- You must hold a current Institute staff/student ID card to enter the Library, use the facilities and to borrow Library materials. This card must be produced if requested by a member of Library staff.
- If a student does not have their card with them they will be issued with a day pass, at a cost of €2.
- There must be absolute silence in all areas of the Library at all times, except in the Seminar Room, which is designed for group work. Anyone who continues to disturb others will be asked to leave the Library immediately.
- There must be no eating or drinking (apart from water in pull-up top bottles) in the Library.
- The use of mobile phones in the Library is strictly forbidden. They must be set to silent mode. There is an on-the-spot fine of €5 if a mobile rings or if a student is talking on their mobile.
- If you wish to borrow from the Library you must bring the item and your ID card to the Issue Desk, or use the Self-Issue system. There is a security system in operation in the Library, so before leaving, ensure that all items have been checked out properly, otherwise a fine of €5 will be imposed.
- Users have full responsibility for all Library materials borrowed on their ID card.
- An item must be returned immediately if recalled by the Librarian. Failure to return Library materials will initially result in a fine, then suspension of borrowing rights and the replacement cost of the materials being incurred by the user.
- Theft or the defacing of Library property is a serious offence and will be dealt with in the strictest possible manner.
- Study places may not be reserved in the Library.
- External users of the Library must first consult with the Librarian for details of membership.
- It is most important to comply with Copyright regulations. Please observe notices at all photocopiers.

- Free Internet access is available to all students of the Institute, however anyone found to be abusing this facility e.g. accessing inappropriate sites, will have their access denied.
- NB. All e-mail correspondence from the Library is to student e-mail accounts only (e.g. B000000000@student.itb.ie). There is no correspondence to any other e-mail address. It is students' responsibility to check their student e-mail regularly.

Library users who breach any of the above regulations will be liable to a withdrawal of services and other disciplinary measures.

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