

Library Regulations

1. Version

- (a) These Regulations came into force on 1 March 2024.
- (b) The previous version came into force on 1 January 2020.

2. Authority

The Pou Tuatahi | University Librarian (or delegate) is responsible for the administration and execution of these regulations.

3. The Library

- (a) The Library of the University of Canterbury is embodied by the following libraries and such libraries as may be established from time to time: Te Puna Mātauraka o Te Whare Wānanga o Waitaha | Central Library, Te Puna Pūkaha me te Pūtaiao | EPS (Engineering and Physical Sciences) Library, Te Puna Rakahau o Macmillan Brown | Macmillan Brown Library, and the Library's online presence.
- (b) The Collection is all the material, both physical and electronic, held or managed by the Library. A book may be interpreted as any material item of the physical collection.

4. Access and membership

- (a) The right to use the Collection will be available to:
 - i. students;
 - ii. members of the University staff;
 - iii. approved visitors;
 - iv. external borrowers
- (b) Access to electronic resources depends on the licence agreement with the vendor and access to Te Whare Wānanga o Waitaha | University of Canterbury network.
- (c) Access to electronic resources is provided to an individual for their use only. Users will be held responsible for their own personal use, and access will be suspended if the Library has evidence that there are multiple users on a personal account; or use does not meet vendor restrictions.
- (d) Applications to become 'external' members of the Library, which includes the right to borrow books, may be made to the Pou Tuatahi | University Librarian by Canterbury residents.
- (e) All borrowers will be entitled to use the Library subject to any special conditions. The Pou Tuatahi | University Librarian may modify or withdraw permission to use the Library for disregard of the rules, or for any other cause that may appear to be sufficient.

5. Borrowing

- (a) General borrowing conditions:
 - i. The Pou Tuatahi | University Librarian may disallow any particular book to be taken out of the Library except under prescribed conditions.
 - ii. No book will be removed from the Library until its loan has been properly recorded.
 - iii. Overdue materials and fines or other incurred charges have maximum limits as set out in the current fines schedule of the University Fees and Fines Regulations. When these limits are reached, or other charges are incurred, borrowing privileges will be suspended until the problem has been resolved.
- (b) Loan quota
The Library sets limits on the number of items which may be on loan at any one time to members of the various borrower categories recognised by the Library. The number of items which may be borrowed by the members of each borrower category varies. Details are to be found on the Library website.
- (c) Loan periods
 - i. Loans to borrowers, from collections other than high demand, special collections or items loaned to distance students, are made for 90 days, but are subject to recall after seven days if required by another borrower.
 - ii. Items held in high demand collections are issued for the loan period appropriate to each collection.
 - iii. Loans are renewable for the number of times appropriate for the type of material, unless the item is required by another borrower or by the Library.

iv. Loans to all borrowers, from collections other than high demand or special collections, will be for seven days only, when more than one person has requested the use of the item.

(d) **High Demand**

Certain books may be held on high demand or for use in the Library. These books may also be lent for short periods such as hourly, overnight or over a weekend, and must be returned promptly on the next occasion the Library is open.

(e) **Requests**

Borrowers may place requests on books which are on loan. Requested books will, after their return, be held for not less than 24 hours and not more than seven days.

6. Charges and Fines

The Schedule of Library charges and fines can be found in the University Fees and Fines Regulations.

7. Copyright

(a) Every person who copies, shares or scans documents, files or images in the Library, or in relation to Library Collections, will observe the limits required by the Copyright Act 1994, the Copyright (Infringing File Sharing) Regulations 2011, and the Films, Videos and Publications Classification Act 1993.

(b) Every person using Collections will adhere to the copyright licence restrictions as per the Copyright Policy.

8. User Conduct and Behaviour

(a) Borrowers shall adhere to the University's code of conduct, respecting the rights and needs of others.

(b) Borrowers must abide by all official library signage relating to the particular area of the Library.

(c) Any damage or misuse of Library materials or facilities should be reported and addressed promptly and may lead to revocation of library privileges.

(d) Readers and borrowers will be held responsible for any loss or damage occurring to books in their charge, and will be required to pay for the full cost of replacement copies along with associated charges. These charges will be invoiced, and, if not paid within the specified timeframe, the borrower's library and other university privileges may be suspended.

9. Related Policy

(a) Library Access and Borrowing Policy

(b) Copyright Policy

10. Right of Appeal

A student or other borrower, may appeal a decision by following the process of an academic appeal in accordance with the Appeals Regulations.