

# Library Regulations

## 1. Version

- (a) These Regulations came into force on 1 January 2020.
- (b) The previous version came into force on 1 February 2018.

## 2. Authority

The Pou Tuatahi | University Librarian (refers also to those person authorised to act on behalf of the Pou Tuatahi | University Librarian), is responsible for the administration of these regulations.

## 3. The Library

- (a) The Library of the University of Canterbury is a technology-enabled integrated service. It is embodied by: 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, the publicly accessible Library website and the Learning Management System (LEARN).
- (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. Use of the Library's Electronic Collections

- (a) The right to use the Library's electronic collections will be available to:
  - i. members of the University staff;
  - ii. approved academic visitors;
  - iii. enrolled students who hold an active Canterbury Card.
- (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.

## 5. Use of the Library's Physical Collections

- (a) The right to use the Library for reading, reference and borrowing will be available to:
  - i. members of the Kaunihera | University Council;
  - ii. members of the University staff;
  - iii. approved academic visitors;
  - iv. retired members of staff;
  - v. enrolled students who hold an active Canterbury Card;
  - vi. prospective PhD students;
  - vii. alumni;
  - viii. external borrowers;
  - ix. staff and students of institutions that have a reciprocal borrowing agreement with the University of Canterbury Library.
- (b) 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.
- (c) All those admitted under Regulation 5(b) above may pay an annual fee to be determined by the Pou Tuatahi | University Librarian.
- (d) 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.
- (e) Members of the general public unless approved under Library Regulation 5(b) may use the Library for reading and reference only.

## 6. 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. Books will not be issued except to the borrower in person, who must present their own Canterbury Card, or to someone to whom proxy status has been authorised by the borrower.
  - iv. 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
  - i. 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 undergraduate and external borrowers, from collections other than high demand, special collections or items loaned to distance students, are made for 28 days, but are subject to recall after seven days if required by another borrower.
  - ii. Loans to staff and research students, from collections other than high demand or special collections, are made for 60 days but are subject to recall after seven days if required by another borrower.
  - iii. Items held in high demand collections are issued for the loan period appropriate to each collection.
  - iv. Loans from any collection to any borrower are subject to recall at any time for transfer to a high demand collection, or for any other reason deemed sufficient by the Pou Tuatahi | University Librarian.
  - v. 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.
  - vi. 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) Responsibility
  - i. Readers and borrowers will be held responsible for any loss or damage occurring to books in their charge, and they will be required to pay the full cost of replacement copies.
  - ii. The Library will charge a replacement cost and associated charges for any item that is invoiced.
- (e) High Demand
  - i. Certain books may be held on high demand 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.
- (f) Requests
  - i. 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 six days.

## 7. Charges and Fines

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

## 8. Care of Books

- (a) No reader will deface or mark any books nor will any reader erase any mark or writing found in a book.
- (b) Readers using rare or valuable books must abide by such conditions as are required by the Pou Tuatahi | University Librarian.

## 9. Food and drink

- (a) Consumption of all food and drink, including water in spill-proof containers, is prohibited in Te Puna Rakahau o Macmillan Brown | Macmillan Brown Library secure reading room.
- (b) Only water, in spill-proof containers, is permitted in the main reading room of Te Puna Rakahau o Macmillan Brown | Macmillan Brown Library.
- (c) Limited consumption of food and drink in other libraries is permitted unless, in the opinion of library staff, it poses a threat of damage to library materials, is culturally inappropriate or it may offend other users.

**10. Copyright**

- (a) Every person who copies, shares or scans documents, files or images in the Library will observe the limits required by the Copyright Act 1994 and the Copyright (Infringing File Sharing) Regulations 2011 and the Films, Videos and Publications Classification Act 1993.
- (b) Material made available via the Learning Management System (LEARN) may be used only for the University's educational purposes. It includes extracts of copyright works copied under copyright licences. A user may not copy or distribute any part of these resources to any other person. Where these resources are provided in electronic format they may only be printed for that person's own use. A further copy may not be made for any other purpose.

**11. Miscellaneous**

- (a) Borrowers must provide current contact details to the University (UC staff and students) or to the Library (other borrowers).
- (b) Readers are required to observe silence in designated 'Silent Study Zone' areas.
- (c) Readers will, on leaving the Library, satisfy Library staff that books in their possession either are not Library property or have been properly issued.
- (d) The Pou Tuatahi | University Librarian does not accept responsibility for personal belongings left in the Library.
- (e) Failure to observe any aspect of these Regulations will be handled in the first instance by the Pou Tuatahi | University Librarian but will be referred to the Pou Uruhi | Proctor where appropriate.

**12. Related Policy**

- (a) Library Access and Borrowing Policy
- (b) Copyright Policy

**13. Right of Appeal**

A student or other borrower, having discussed the matter with the Pou Tuatahi | University Librarian, may object to a fine decision by lodging in writing an appeal within ten working days to the Kaitohutohu Nawe, Tukanga Akoranga | Grievance and Academic Processes Advisor.