



## LIBRARY LOANS POLICY

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CONTENTS

Aim and scope	3
1 Recording of loan	3
2. Length of loan	3
3. Staff Loan	4
4. Fines and penalties	5
5. Losses or damages	5
6. Use of resources over holiday period	6

## Aim and Scope

The aim of the University is to provide its students and staff with sufficient and proper access to resources to enable them to achieve their course aims and professional requirements. It is its further aim to ensure that these resources are made readily available at the times and for the durations that suit the needs of the authorised individual users.

The University Library has a range of resources. To enable the efficient circulation of all these items and to safeguard the University's assets, regulations controlling their use are required. Appropriate resources are loaned to students and staff within the guidelines and policy herein.

The policy applies to all library resources that are the property of the University and are designated as available for student or staff loan. It is also necessary that University resources be loaned for activities required and /or authorised by the University and not for student's personal use.

Health & safety are a primary concern within the University, consequently loans of any kind can only be made to those students and staff who have completed the necessary inductions or achieved the necessary qualification if applicable.

Once loaned, the resources are the responsibility of the borrower.

## 1 Recording of loan

- 1.1 Resource loans are registered and monitored via the Liberty system. Students and staff must present their swipe card to borrow any resources.
- 1.2 Items shall be checked as in good condition at the time of issue.
- 1.3 Borrowers must be advised that in borrowing resources they remain personally responsible for the item(s) until returned to the liberty system by library staff. They should also be informed that loans are not transferable to other students or staff.

## 2 Length of loan

- 2.1 Standard library loans are two weeks

Consideration for the loan will often take into account, but not exclusively, the following:

- That it is for curriculum based activity
- Any protected or restricted access conditions.
- Anticipated needs of the teaching departments
- Expectation of use by another borrower
- Outstanding fines or equipment from any University resource

- 2.3 Extended resource loans, over the standard issue (2.1) shall be at the discretion of the authorised member of library staff.

- 2.4 When there are high levels of demand for resources, loan times will be limited by curricular requirements.
- 2.5 On the return of the loaned resources these should be formally accepted and recorded via the Liberty system and logged as returned by the accepting member of staff. In so doing they are verifying that the item has been returned in an acceptable condition. Any fine incurred by the student upon return of the item(s) should be paid at this time or, if not paid, a stop will be put on any further loans until it is cleared.
- 2.6 Students who renew resources in the library must pay off any overdue fines before further loans or renewals can be made. Students who renew online must pay off any overdue fines before further loans can be made.

### **3 Staff Loan**

- 3.1 Where staff wish to borrow resources for student use as part of a taught session they should liaise with the library staff for resource availability and duration.
- 3.2 Staff are responsible for the resources and subject to the same terms outlined below in section 5.
- 3.3 Staff signing out resources for specific curriculum delivery are responsible for their safe keeping and proper use and in the event of damage or theft that results from personal negligence they may be held liable for repair or replacement.

### **4 Fines and penalties**

- 4.1 Once the agreed date or time for return has past, any outstanding recorded loan(s) to students will incur a fine.
- 4.2 The fine for the late return of items shall be 10p per working day per item, until the items are returned.
- 4.3 An overdue notice will normally be sent to the student by email by the third day that the item is overdue. A second email reminder will be sent after 2 weeks overdue. After 3 weeks overdue the student will be sent a third reminder by letter. After a further 14 days the student will be sent a final overdue letter generated by the library staff but signed by the Head of Finance, giving the student two weeks to return the items or have their replacement value transferred to the University finance department for debt collection.
- 4.4 Students with overdue items or fines will not be allowed further loans with any resource area until the items are returned and the fines are cleared. Fines should be paid directly to the resource area from which they originate.

### **5 Lost, damaged or unreturned equipment**

- 5.1 Students must be informed that they are liable for any unreturned resources and loss of, or damage to, items for the period of loan (regardless of whether it is actually in use by them). This must be announced at induction and students should be made aware of their responsibility at the time the resources are loaned.

- 5.2 In circumstances where a student borrows resources that may be used by another student as part of a collaborative project, the liability rests with the student who borrowed the resources.
- 5.3 Once it is reported that the item has been lost, stolen or damaged the student will immediately be reminded of their liability and will be required to pay for the cost of the replacement or repair.
- 5.4 Fines accrued before any loss or damage to University resources have been reported to the library staff, will still be payable in addition to any cost incurred for loss or damage. Outstanding fines that remain are the responsibility of the library to monitor and resolve.

## **6 Use of equipment over holiday periods**

- 6.1 Students may borrow library resources over the Christmas and Easter holiday periods.
- 6.2 Returning students may borrow library resources over the summer holiday for dissertation or holiday project purposes.

It shall be at the discretion of the University to apply, interpret or review this policy, as it deems appropriate.