Library Service
Acceptable Use Policy

Policy Owner:	*Head of Customer Services*
Approving Body:	*Library and Archives Task Group*
Date Approved:	*23/06/2017 [minute 265.]*
Effective Date:	*23/06/2017*
Date of Equality Impact Assessment:	*23/06/2017*
Date of Next Review:	*June 2018*

Purpose of the Policy

This Acceptable Use Policy provides a framework for the use of the library's services and facilities and exists for the benefit of all users of the University Library Service.

Use of the library service is conditional upon observance of these rules, regulations and guidelines. Lack of knowledge or understanding of any rule or regulation does not excuse a user from being bound by the rules, or provide exemption from penalties or any other action for non-compliance. Any breach of the acceptable use policy will be viewed very seriously and may lead to the withdrawal of borrowing rights, expulsion from the library and further disciplinary action.

1. **Conduct in the Library**
   1.1. All users are required to show consideration to the needs of other library users.
   1.2. Users must not be abusive towards any member of staff in the performance of their duties.
   1.3. Users should not attempt to reserve study spaces by leaving personal belongings at desks when they have left the building. Any books or personal property left unattended will be removed by a member of library staff or the appropriate authorities.
   1.4. Users should not leave belongings in such a way that it makes it difficult for other users to access study spaces.
   1.5. Group study room bookings take precedent over casual use of space and rooms. Users who have booked a group room can expect any other users occupying the room at the reserved time to vacate it.
   1.6. Smoking, the use of-e-cigarettes, and the consumption of Alcohol are all forbidden in any part of the library. On University land smoking is also prohibited within five metres of any building, with the exception of agreed University designated smoking areas.
   1.7. Sleeping is not permitted in the library. Users found to be asleep will be woken to check on their welfare.
   1.8. Eating and drinking is restricted to the designated refreshment areas. Bottled water is permitted in the reading rooms and study areas.

1.9.   Mobile phones must be switched to silent mode while in the library. Users must leave reading rooms and study areas to make or take calls.

1.10. Users should ensure that audio players do not disturb others.

1.11. Noise in the library must be kept to a minimum, except in designated areas.

1.12. Library property must not be marked, defaced or damaged.

1.13. No animals, other than guide dogs, may be brought into the library.

1.14. Users may bring children (under 18) into the library, however they must be supervised at all times to ensure their safety and to prevent disruption to other users.

1.15. Users must leave the library promptly before closing time, or at the request of library staff or the appropriate authorities.

1.16. Users failing to comply with these requirements, or behave inappropriately anywhere in the library will be asked to leave. Any subsequent incidents will be subject to a ban, or referral to the academic school/college within the terms of University disciplinary procedures.

2.   Personal Property and Security Issues

2.1.   The University accepts no responsibility for the security of personal belongings while in the library.

2.2.   Any books or personal property left unattended will be removed by a member of library staff or the appropriate authorities.

2.3.   Users should acquaint themselves with fire and safety regulations displayed and must leave the library immediately upon hearing a fire alarm.

2.4.   The use of personal portable computers and other mains powered equipment in the library is conditional on the owner's acceptance of responsibility for damage to University property that may be caused by their equipment. It is the responsibility of the owner to have the item tested for electrical safety.

2.5.   Users must ensure their belongings do not cause danger to other library users - i.e. leave bags on floors or trail laptop cables as to be a trip hazard.

2.6.   Accidents, thefts and other security incidents must be reported to a member of library staff or the appropriate authorities immediately.

2.7.   Users must identify themselves, or hand over their borrower's card to any member of library staff or the appropriate authorities upon request.

2.8.   Users must permit the inspection of bags or other goods in their possession by library staff or the appropriate authorities.

3.   Borrowing Regulations

3.1.   The borrower card is issued for the sole use of the person named on it. The person to whom the card is issued is responsible for its use and safe keeping at all times. It must not be lent to or used by any other person.

3.2.   Loss or theft of a card should be reported immediately. A fee will be charged for replacement.

3.3.   Users must ensure the library has their current postal and email addresses at all times. The Library Service corresponds with its users via email to inform users of overdue and recalled items as well as for other correspondence. Students should report changes to their contact information to the University.

3.4. Users may only hold one active borrowing membership of the library at any time. Users with multiple eligibility for library membership (i.e. current student who is also a member of staff) shall be asked to nominate which category of membership is preferred.

3.5. No library item may be removed from the library until it has been checked out to a user. Attempting to remove items without following correct procedures is a serious offence and instances may be reported to University authorities for further action.

3.6. Responsibility for the safe and timely return of loans is that of the user upon whose library card the item has been issued.

3.7. If a borrower claims to have returned an item but the item is not on the shelf, the library will presume that the borrower still has the item on loan.

3.8. Users are responsible for paying the replacement cost of any item lost or damaged whilst on loan to them in addition to an administration charge. The library will not accept replacement copies in lieu of lost or damaged items.

3.9. Marking or in any way defacing, library stock is a serious offence. Anyone identified as responsible will be required to pay for the replacement of the damaged item in addition to an administration charge.

3.10. In the event of a loan being recalled, the user will be notified of the shortened return date and must comply or they will be charged a late return penalty.

3.11. Penalties are imposed for the late return of loans and non-compliance with loan policies. Penalties take the form of cash fines and /or suspension of borrowing rights.

4. **General Usage Guidelines for Electronic Resources**

4.1. Bangor University Library subscribes to electronic resources (databases, electronic journals and electronic books) and makes them available via the [library web site](#) to authorised users (current Bangor University staff and students).

4.2. The library signs a licence with the publisher of each electronic resource. Access to electronic resources is provided under explicit terms as laid out in the licence and in accordance with copyright law.

4.3. Publishers of electronic resources monitor our use and can temporarily, or permanently, suspend access rights if licence terms have been violated. The University is also subject to penalties should we breach copyright law.

4.4. It is the responsibility of all members of Bangor University to ensure that their use of electronic resources complies with copyright law, as well as with licence conditions imposed by publishers.

4.5. Licence terms vary from publisher to publisher, but a few general guiding principles are:

Permitted Uses	Prohibited Uses
Use for the purposes of non-commercial research, teaching or private study.	Use for any commercial purpose, or re-publish, modify content or create derivative works (mashups).
Print or download a single copy of an article or book chapter for personal use.	Systematically download, save or print articles or book chapters (e.g. all articles from one issue of a journal).

Share a link to an article or book chapter with Bangor University staff and students.	Share articles or book chapters with anyone who is not a current Bangor University student or staff member.

4.6. If you want to use an electronic resource for anything other than making single copies for personal use, you are advised to consult the licence terms, which can be found on most publishers' web sites. If no information is listed, contact the Digital Development Team for advice.

4.7. Copyright regulations apply to electronic resources. Removing, obscuring or modifying authors' names, copyright notices or other means of identification is generally prohibited. For more on this and other general copyright matters, including copyright of print material, see the University's Copyright page.

5. **Electronic Resources in Blackboard - Advice for Academic Staff**

5.1. Publisher licence terms generally state that it is not acceptable to download an article as a PDF document into Blackboard for students to access. It is usually permissible to 'deep link' to an article on the publisher's web site from within Blackboard.

5.2. Other reasons for linking as opposed to downloading (not just related to our obligations to the copyright holder of the work) include:

5.2.1. Providing a link to an article via a publisher web site allows publishers to monitor traffic to the article and in turn provide us with usage data. We use this data to inform cancellations and acquisitions as part of our annual journals review. An article downloaded into Blackboard generates no usage data and may therefore may be considered a low usage title and subject to cancellation.

5.2.2. Often licence conditions change or expire, platforms upgrade, journals move between publishers or even cease publication. None of these changes can be reflected if the article is accessed via a downloaded PDF rather than a link on the publisher web site. This potentially leaves us in breach of our licence conditions should, for example, your students continue to access an article from a scientific publication that we no longer subscribe to.

5.3. For assistance with linking to electronic resources please contact eresources@bangor.ac.uk.

6. **General**

6.1. The provisions of the Copyright, Designs and Patents Act 1988 and, where appropriate, the copyright licensing agreements which the University has from time to time entered into must be observed in all copying of library material and in all copying carried out on library premises.

6.2. Users must respect the terms of the Data Protection Act 1998 as it relates to the disclosure of information concerning other library users.

6.3. Users must comply with the wider University regulations and any attributable civil and criminal legislation while using the library.

7. Data Protection Statement

7.1. The information you have supplied on registering with Bangor University Library is held under the terms of the Data Protection Act 1998. The data will be used to facilitate your library membership and to enable the provision of library services.

8. Related Policies and Procedures

- University's Non-smoking Policy
  https://www.bangor.ac.uk/hss/inflink/documents/NonSmokingPolicy2012-14.pdf
- Children on University Property
  https://www.bangor.ac.uk/hss/policies-guidance/documents/P15ChildrenonUniversityProperty.pdf
- Library and Archives Service Policy Statement, Organisation and Arrangements for Health and Safety Document
  https://www.bangor.ac.uk/library/documents/7.1%20Health%20and%20Safety%20Policy%20v3%20ENG%20-%20APPROVED%2014.03.2017.pdf
- Aberystwyth and Bangor Universities Policy on Using Third Party Copyright Material
  https://www.bangor.ac.uk/library/documents/copyright/Aberystwyth%20and%20Bangor%20Universities%20Third%20Party%20Copyright%20Policy%20ENG%20-%20APPROVED%2015.03.2016.pdf
- Bangor University Data Protection Policy
  https://www.bangor.ac.uk/planning/dataprotection/documents/data-protection-policy.pdf

9. Contact Details

9.1. If you require further advice on this policy, please contact:

Head of Customer Services
Library and Archives Service
College Road
Bangor
Gwynedd   Tel: 01248 382981
LL57 2DG   Email: library@bangor.ac.uk

10. Review

10.1. This policy will be reviewed annually in consultation with stakeholders, or earlier if there is a change in circumstance that may necessitate a review.

11. Equality Impact Assessment

11.1. The University is committed to embedding its Equality Action Plan into its policies, procedures and practices. This policy has been equality impact assessed in accordance with the Equality Action Plan.