

# University Library Service Regulations

## Version Control

Version Number	UEB Sponsor	Approval Body/Officer	Date of approval
2	COO	COO	19.11.24

For queries on this policy please contact:

Suzanne Hathaway

## Purpose and Scope

These regulations govern the use of all of Cardiff University Library Services, facilities and resources by staff, students and others authorised to use them.

## Policy

### Introduction

Cardiff University Library Service comprises:

- Archie Cochrane Library
- Arts and Social Studies Library
- Brian Cooke Dental Library
- Bute Library
- Central Square Library
- Health Library
- Science Library
- Trevithick Library

Library Services are available throughout the year with opening times and locations available on the university website and intranet.

The University Identity Card acts as the Library Membership card and is used to gain access to the library, prove identity, or to borrow items in the library. The University ID card must not be given to, or used by, anyone else

In these regulations:

- “item” is deemed to cover all types of library materials
- “borrowing” is deemed to cover all types of library transactions
- “library premises” means any spaces managed by the library service

The requirements detailed in the regulations are provided to:

- enable users of the University Library Services and systems to achieve their goals in a secure and protected environment
- promote equality of access to University Library Services and systems to enable the University to meet its strategic, legal and audit responsibilities

These regulations have been equality impact assessed.

Any person or persons using the facilities of the Service shall be deemed to have read the Regulations and agreed to be bound by them.

Use of IT equipment and facilities is authorised only in accordance with the University IT Regulations (<http://www.cardiff.ac.uk/public-information/policies-and-procedures/it-regulations>)

Breaches of the Regulations may be subject to disciplinary action within the appropriate University codes and procedures available on the University intranet.

We expect our students/visitors to study and our staff to work in an environment that is supportive. We operate a zero-tolerance approach to behaviours of harassment, bullying and victimisation. This means any reports of harassment, bullying or victimisation will be treated and dealt with seriously.

### **When using University libraries and open access IT areas, you agree to:**

- show proof of entitlement to use services on entry or if asked to do so
- use only your own valid Cardiff University identity/library card, which will be produced when borrowing or hiring ULS material
- return borrowed or hired ULS material by its due date and respond to the recall of any material on loan, which may result in a loan period being reduced. Libraries may take measures to ensure overdue requested items are returned promptly, such as suspending the user's Library account
- return all items and clear any charges before completing your course of study, leaving Cardiff University or your library membership expires
- contact the library if there are any issues with your library account;
- adhere to the University health, safety and environment policies: [Health, safety and environment policies - Public information - Cardiff University](#)
- dispose of all rubbish into bins provided, and leave the environment clean and tidy
- comply with the provisions of copyright law and with any restrictions imposed by publishers' and suppliers' licences when using library material.
- use resources for the purpose of academic learning and research alone and not for commercial gain.
- comply with any instructions in relation to bags, cases and equipment
- check that there are no signs of damage to personal electrical devices or cables before plugging in to sockets
- Switch mobile devices to silent mode to avoid disturbance to other users of the library.

Library users are permitted to:

- bring drinks (hot or cold) in lidded drink containers
- bring or consume cold snacks in the library: except where individual site restrictions apply, e.g. Special Collections and Archives.
- use mobile phones in designated areas

Library users agree not to:

- give their ID card to anyone else to use the services or hire ULS material
- disturb others
- smoke including e-cigarettes/vapes as according to the University smoke free policy: [Smoke Free University - Policy and Procedures - Cardiff University](#)
- bring or consume alcohol (excludes events where the permission to consume alcohol has been granted)

- bring or consume hot food
- reserve unattended places
- damage, deliberately misplace or remove without authorisation materials or facilities.

Personal belongings may be brought into the Library at the discretion of the staff and at the user's own risk. The Library cannot be held responsible for loss of, or damage to, personal property.

We centrally record and keep any lost property left in the library spaces for one month. Any unclaimed items will be disposed of sustainably wherever possible; this may include reusing or donating to charity.

### **Borrowing Entitlements**

- Cardiff University Staff and Students receive full borrowing entitlements to Cardiff University Libraries and IT resources, including electronic journals and eBooks.
- All other persons require permission and entitlements are granted based on needs and in accordance with licence agreements in place for specific resources.
- For more information, see <http://www.cardiff.ac.uk/libraries/visiting-and-membership> and <https://intranet.cardiff.ac.uk/staff/services/technical-help-and-support/getting-help-with-it/it-access-entitlements>

### **Levels of Entitlements offered to Library users**

#### **Level 1**

*Members of the public, WCPPE and CPE non-accredited course students, SCONUL ACCESS Reference and Reference Only access.*

- General public entry is allowed under normal circumstances, unless specific site restrictions apply and subject to the access policies of the relevant buildings. Visitors should check the website of the individual libraries for access details and times: <http://www.cardiff.ac.uk/libraries/locations-opening-hours> .
- Reference access to print materials.
- Access to some subscribed electronic journals and eBooks via defined terminals under “walk-in” user service: . [Walk-in access to electronic resources - Libraries - Cardiff University](#)
- Simple enquiry and orientation.
- Photocopying and scanning facilities available

#### **Level 2**

*User groups: Associate 6 - Loan entitlements: 6 items*

*SCONUL (A, B, C), Personal Membership, Alumni, Dental Technician Students (Cardiff Metropolitan and Cardiff and Vale UHB combined course)*

*User groups: Associate 2 – Loan entitlements: 2*

*NHS Wales (from health boards/Trusts other than CAVUHB, Velindre or HEIW), Mutual Students – Cardiff Metropolitan University, Royal Welsh College of Music and Drama, University of South Wales, Welsh for Adults, 'Go Wales Graduate Academy', 6th Form and Further education students in Wales*

- Services of level 1, plus: Borrowing and placing requests

#### **Level 3**

*User groups: Staff – Loan entitlements – 50 items and inter-library loans*

Cardiff University staff (i.e. with a contract of employment), Cardiff and Vale University Health Board, Velindre University NHS Trust and Health Education and Improvement Wales (HEIW) staff, Honorary Cardiff University title holders, Retired staff.

User groups: Students – Loan entitlements – 50 items and inter-library loans  
Research postgraduates, Taught postgraduates, Undergraduates, Extended (including part time students and distance learners)

User groups: Short Course - Loan entitlements – 10 items and inter-library loans  
Continuing Professional Education

- Services of level 1 and 2, plus
- Borrowing and placing requests
- Extended enquiries
- Use of subscribed electronic journals and eBooks (for licensing reasons NHS Wales staff can only access electronic journals and eBooks via defined terminals under ‘walk-in’ user service) [Walk-in access to electronic resources - Libraries - Cardiff University](#)
- Use of networked computers (only available to Cardiff University members) and wireless network (only available to Cardiff University members and registered Eduroam users)
- Access to Information Literacy and Information Skills training offered by ULS
- Students who have an illness, disability or specific learning difficulty such as dyslexia may be entitled to extended loans

#### **Additional Information:**

- Distance learners are defined as being a student enrolled on a formally recognised distance or e-learning course OR: a student enrolled on a course with a recognised placement period and only whilst on that placement.
- Health students receive additional services while on placement: [Services for health students on placement - Student intranet - Cardiff University](#)
- Non-Cardiff University members: [Visiting staff and students - Libraries - Cardiff University](#)
- Postgraduate Research students on interruption of study will retain access to electronic library resources but no borrowing entitlement.
- Postgraduate Taught students and undergraduates will not have access to electronic library resources or borrowing entitlement but will still retain level 1 access
- External Repeat Year Students will remain as level 3 if they can demonstrate that they are able to remain in Cardiff.

#### **Costs and Charges:**

Cardiff University is a cashless campus. You can use Debit/Credit Card, Apple and Google Pay. Print credit can be topped up online.

An up-to-date list of costs and charges for ULS services including stationery, IT software, photocopying and printing is available at: [Information Services](#)

- If you lose an item you may be required to pay for a replacement; if the item is recovered both that and the replacement copy remain the property of Cardiff University Library Service.
- For item(s) that are claimed as being returned by users, but not located in the library, the user and library staff will continue to search for the item(s) for a period of 4 weeks. If the item is not located after this 4-week period then the matter is referred to the relevant Subject Librarian. An invoice may be raised for the replacement cost of the item(s).

- For stolen items a Crime Reference number is required. This will be dealt with on a case-by-case basis.

**A summary of IT entitlements can be found at:** [IT access entitlements - Intranet - Cardiff University](#)

For further information, staff should contact the IT Service Desk on ext. 11111 or by e-mail, [it-support@cardiff.ac.uk](mailto:it-support@cardiff.ac.uk)

*This document can be printed at any library for those library users who are unable to access it directly.*

## Roles and Responsibilities

These Regulations are maintained by the University Library Service

## Monitoring and Review

Reviewed annually.

## Related Policies and Procedures

University IT Regulations

**The following two sections are required when submitting for approval and are needed for use in completing the University Policies Library entry.** They should be removed from the final version at point of publication.

## Policy Version Control Information

Document Name	<i>Library Regulations</i>
UEB Policy Sponsor	<i>COO</i>
Policy Owner	<i>Tracey Stanley, Director of Library Services</i>
Policy Author(s)	<i>Suzanne Hathaway, Assistant Customer Services Manager</i>
Version Number	<i>1</i>
Equality and Welsh Language Impact Assessment Date	<i>November 2024</i>
Privacy Impact Assessment Date	<i>Not applicable</i>
Approval Date	<i>19/11/2024</i>
Approved By	<i>COO</i>
Date of Implementation	<i>19/11/2024</i>
Date for Next Review	<i>September 2025</i>

**For updated policies, anything that has changed in the above must be updated and new information must be added as follows.**

Date of Last Review	<i>09/04/2026</i>
---------------------	-------------------

## *Change History Record*

<b>Version amended and date of review</b>	<b>Reviewer(s)</b>	<b>Description of Change</b>	<b>Version created</b>
09/04/2026	Suzanne Hathaway	Updated schedule of charges	2

--	--	--	--