



## Library & Archives Service Regulations for Users

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<b>Amendments</b>	Minor revision of 3.1.1 phone policy and 3.6.1 blocks
<b>Related Policies &amp; Procedures</b>	<ul style="list-style-type: none"> <li>• <i>LSHTM Student Disciplinary Procedure</i> <a href="https://www.lshtm.ac.uk/sites/default/files/student_disciplinary_procedure.pdf">https://www.lshtm.ac.uk/sites/default/files/student_disciplinary_procedure.pdf</a></li> </ul>

### 1. SCOPE

**1.1** This policy applies to all users of the Library & Archives Service. This includes, but is not limited to, LSHTM staff and students, external members and visitors. This group will be collectively referred to as 'Users'.

### 2. PURPOSE AND OVERVIEW

**2.1** These Regulations for Users outline a set of expectations for how Library & Archives Service users should conduct themselves in their use of the service.

**2.2** All Library & Archives Service users are required to adhere to these Regulations for Users. Failure to do so may result in the withdrawal of access.

### 3. POLICY

#### 3.1 Use of the Library

**3.1.1** Users may not conduct mobile phone or Skype conversations anywhere in the Library other than the group study area in the first floor Wellcome Gallery and Enquiries Desk area, where low-level conversations are permitted. All mobile devices should be set to silent mode whilst in the Library.

**3.1.2** Drinks with lids may be brought into the Library. Cold snacks may be consumed in the Wellcome Gallery only. Hot food, meals, or food with a strong smell are not allowed anywhere in the Library. Users with a disability who require access to food and drink outside of the above guidance should contact the User Services Team ([userservices@lshtm.ac.uk](mailto:userservices@lshtm.ac.uk)).

**3.1.3** Cases and bags may be taken into the Library but Library users are advised that LSHTM accepts no responsibility for the loss of any valuables. The use of bags, coats etc. to reserve study space is not permitted. Unattended property may be removed by



Library staff. Any items left in the Library on closing will be handed in to Keppel Street Reception.

- 3.1.4 Users may borrow a Library locker or laptop locker, for use only while they are in the Library. Property left in a locker is at the owner's risk; LSHTM accepts no responsibility for the loss of any valuables. Lockers may not be held overnight. A replacement fee will be charged for lost locker keys.
- 3.1.5 If the theft detection alarm sounds as a user leaves the Library, the user must return to the Enquiries Desk for appropriate checks to be made. Library staff may ask to inspect any bag or publication being taken out of the Library.

### **3.2 Membership of the Library**

- 3.2.1 All Library users are required to have membership or register as a Visitor or External Member to access the Library. Users are directed to <https://www.lshtm.ac.uk/research/library-archives-service/library-membership>

### **3.3 Borrowing**

- 3.3.1 Items will only be issued on production of a valid LSHTM ID or External Members card.
- 3.3.2 Borrowers are responsible for any items while they are checked out to them.
- 3.3.3 Members of LSHTM may borrow up to 15 items for the designated loan period, which can include one overnight loan.
- 3.3.4 External Members may borrow up to 5 items for the designated loan period. Reference and Overnight loan material may not be borrowed.
- 3.3.5 Visitors are not permitted to borrow items.
- 3.3.6 Reference materials may only be consulted in the Library.
- 3.3.7 Library users may use their own digital camera in the Library, with due consideration towards other Library users. Anyone using a digital camera in the Library must obey current UK copyright law.

### **3.4 Rare Books & Archives**

- 3.4.1 Access to material from the Rare Book and Archives collections is only possible on weekdays between 10 am and 1 pm and between 2 pm and 4.30 pm. Access is by appointment only. The material in these collections may not be removed from the Library.
- 3.4.2 All users of Rare Book material must complete a Secure Room Request form agreeing to abide by the Guidelines for Using the Rare Books. All users of Archive material must complete and sign a Registration Form for Users of the Archives and agree to abide by the Guidelines for Using the Archives. Visitors are required to comply with the current Library & Archives Service membership procedures.
- 3.4.3 If a high-quality digital surrogate of a rare book is available, it is expected that this will be consulted. The physical item will only be made available for consultation if the digital copy does not satisfy requirements.
- 3.4.4 Some Library material, particularly rare or fragile material, may not be copied. Users are referred to the Guidelines for Using the Rare Books and the Guidelines for Using the Archives.

### **3.5 Electronic Resources**



- 3.5.1 All users must abide by the licence agreements and terms of use relating to specific electronic resources.
- 3.5.2 Visitors and External Members may borrow a dedicated Walk-in Access laptop in order to access a limited set of electronic resources. Access to the Walk-in Access service is on a first-come first-served basis and subject to agreement to abide by the licence terms and conditions relating to any e-resources accessed.

### **3.6 Library Debtors**

- 3.6.1 LAS accounts will automatically be blocked if a debt to the Library is outstanding after 30 days, or totals more than £20. Members must resolve the debt before their account can be unblocked
- 3.6.2 If LAS materials have been stolen or damaged as a result of a crime, these debts can be waived on the production of a police crime number.
- 3.6.3 LSHTM students and staff must return all loans and settle any unpaid bills by the last day of their course, contract, or on suspension of their library membership. Registry will be notified of, and contact any, students with outstanding loans or unpaid bills. Registry will not issue course certificates to students with outstanding loans or unpaid bills. Staff and students must replace or pay for the cost of replacement of any item issued to them that is lost or damaged while it is in their possession.
- 3.6.4 Visitors or External Members must return all loans and settle any unpaid bills by the last day of their membership. All users must replace or pay for the cost of replacement of any item issued to them that is lost or damaged while it is in their possession. Where appropriate, details of External Members with outstanding loans or bills will be passed to the individual's home institution for resolution.

### **3.7 Disciplinary Action**

- 3.7.1 The Head of Library & Archives Service reserves the right to withdraw Library & Archives facilities from anyone in breach of any of these regulations, with reference to the relevant LSHTM disciplinary procedures where appropriate. Additionally, anyone found making illegal photocopies, print-outs or downloads, damaging LSHTM property, tampering with someone else's property or acting in an abusive or disruptive manner may be reported to the appropriate authorities for further disciplinary action.

## **4. CONTACTS**

Questions related to the Regulations for Users should be directed to the User Services Team within the Library & Archives Service ([userservices@lshtm.ac.uk](mailto:userservices@lshtm.ac.uk)).