

Section E: Teaching and Learning

5.6 Library User Policy

5.6.1 Objectives

- To identify those authorised to make use of the library's facilities
- To identify the user's privileges in terms of library materials
- To identify the code of conduct by which library users are bound
- To reinforce the contents of the Library Policies and Procedures Manual.

5.6.2 Scope

This policy applies to all users of the College's library facilities and services.

5.6.3 Responsibilities

Library Users

- Abide by the library's regulations regarding use of materials/borrowing entitlements
- Abide by the library's user code of conduct

Senior Librarian

- Identifies authorised library users in conjunction with the Management Board

Management Board

- Only authorises additional library users in conjunction with the Senior Librarian

Library Staff

- Implement the library's regulations regarding use of materials/borrowing entitlements
- Implement the library's user code of conduct and take appropriate action, if necessary, when these regulations are contravened

Library Services and ICT Committee

- Reviews policy and incorporates feedback into Departmental Review
- Advises the APC on policy changes

5.6.4 Authorised Library Users

In accordance with its mission statement, the library's primary function is to make appropriate educational resources available to the staff and learner body of the College

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Current staff and registered learners (of all of the College's campuses) are free to avail of the library's facilities on presentation of a valid staff or learner card. Other individuals or groups may be provided with temporary or long-term access to the College's library, subject to authorisation from the Management Board in consultation with the Senior Librarian.

5.6.5 Use of Library Materials/Borrowing Entitlements

In order to ensure the equitable circulation of materials, the library has devised regulations regarding borrowing eligibility, length of loan of various materials, number of items that can be borrowed at one time, renewals, reserves, inter-library loans, overdue materials charges and damage and replacement assessments.

These regulations are reviewed and revised on an annual basis and made available by the library to staff and learners at the outset of the academic year. They are also included in the Learner Handbook and the Lecturer Handbook and the Library's Policies and Procedures Manual.

5.6.6 Library User Code of Conduct

The library staff seek to encourage research and study by providing and maintaining a conducive library environment. Library users are expected to act responsibly, appropriately and courteously, to preserve this environment and the library facilities and services which contribute to it

In order to communicate these standards to library users, the library has devised a code of conduct, which is reviewed on an annual basis and included in the Learner Handbook, the Lecturer Handbook and the Library's Policies and Procedures Manual.

5.6.7 Breach of Library Regulations

The college endeavours to take an educational approach to unintentional breaches of the library's code of conduct. Advice is given when beneficial and explanations of the seriousness/repercussions of inappropriate use of the library on staff and learners is provided where possible

However, learners, or staff, who show disregard for the College's interests by deliberately or repeatedly breaching the library's code of conduct will be subject to the appropriate disciplinary procedure.
