



L A W E H
OPEN UNIVERSITY COLLEGE

**LIBRARY
POLICY**

Education Without Barriers

LIBRARY POLICY

General

The use of Laweh Library is conditional on observance of the Rules and Regulations. Users must familiarize themselves and comply with these, and with any reasonable request or instruction issued by library staff. Anyone failing to do so may be temporarily excluded from the Library and/or incur a fine.

The Head of Library Services or other member of staff on duty at the time has authority to require any person he/she considers to be in breach of the Library's Rules and Regulations or otherwise behaving inappropriately to leave the Library immediately. A student who refuses to obey an instruction to leave the Library, given by a librarian or other member of library staff on duty at the time, may be summarily suspended from the University by the Vice-Chancellor pending further disciplinary action against them under the University's Student Disciplinary Procedure.

The Head of Library Services has the right to refer any breaches by students of the Rules and Regulations and/or verbal abuse or improper behaviour towards library staff, other library users and the Library in general to the relevant Head of Department (or equivalent) or Dean of Faculty for the prescribed sanctions under the University's Student Disciplinary Procedures.

Specific rules and regulations;

Access

Access to the University Library is restricted to students and staffs of the University who are in possession of a current valid identity card issued by the Laweh Open University, and to such other persons as may be authorized by the Head of Library Services. Cards are not transferable.

Details of each user's name, address, department and such particulars as may be deemed necessary for the secure and effective operation of the Library's service shall be verified in the Library's computer systems for authentication.

Students are required to carry their University student identity card and staff to carry their University staff identity card to gain entry and to use the Library, and must produce this when

required doing so by an authorized person. This, or any other library identity card, must be used only by the member to whom it was issued.

Use of Facilities and Services

In the case of the physical library, books and all reading materials can be borrowed by students for a period of one week if the need arises after the Librarian has taken accurate records of the book and the details of the student. Failure to return the borrowed book or item after the stipulated period may attract a fine.

Bags, etc, are allowed in the Library at the discretion of the Head of Library Services. It is a condition that all bags and other personal possessions, including those with wheels, are carried through the Library exit and are subject to inspection if required. Bags and other personal possessions should not be left unattended, for reasons of security and to avoid tying up study spaces. The Library has no responsibility in case of damage to or theft of personal property.

Phones should either be switched off or set to silent mode on entering the library. The use of mobile phones to make and receive calls is prohibited in the Library. Users failing to comply with these requirements, or who behave inappropriately anywhere in the Library will be asked to leave. Any subsequent incidents will be subject to a fine and/or ban, or referral to the Dean of Faculty for consideration within the terms of the appropriate University disciplinary procedures.

Consumption of food, packet sweets and drinks are not allowed in the Library under any circumstances.

The use of personal audio equipment is not permitted in the Library if its use disturbs others. Photography, filming, and sound recording are not allowed without the prior permission of the Head of Library Services.

Mains operated personal equipment, except laptops, should not be used without the prior permission of a librarian. Where use of the mains is permitted, other equipment should not

be unplugged and wires should not trail so as to cause a trip hazard. Furniture should not be moved.

Users are required to comply with copyright regulations when photocopying, scanning, photographing, printing or downloading from information resources in print, electronic or any other format.

Data retrieved from the Library's electronic resources may not be used for purposes other than learning, teaching, research, personal educational development, administration and management of the Laweh Open University, and development work associated with any of the aforementioned. Use of the data is not permitted for consultancy or services leading to commercial exploitation of the data, or for work of significant benefit to the employer of students.