

# BLDS regulations

**The purpose of these regulations is to safeguard the common interests of all users of BLDS, referred to hereafter as ‘the Library’.**

All persons are admitted on the understanding that they agree to observe these regulations, breach of which could result in membership being suspended or withdrawn, or other such penalty deemed appropriate by the Head of Library or Deputy Librarian.

The Library management reserves the right to amend these regulations as appropriate.

All Library staff are empowered to enforce these Regulations.

## 1. Admission to the Library

### 1.1 Membership

**1.1.2** Membership of BLDS is freely available to:

IDS staff

IDS students

IDS Visiting Fellows

Ex-IDS staff with at least 5 years’ service.

University of Sussex staff

University of Sussex postgraduates

University of Brighton staff

**1.1.3** Non IDS staff / students will need to provide proof of position / University registration card to take out membership.

**1.1.4** Others who wish to borrow materials may apply for external membership, for which we charge. This includes Sussex Undergraduates and students from other universities (preferential rate). See information in printed leaflets or on our website.

**1.1.5** IDS alumni (students and staff with less than 5 years’ service) are entitled to external membership at half the standard rate.

**1.1.6** Proof of identity which includes a current postal address is required for external membership.

**1.1.7** External membership is granted at the discretion of library staff.

**1.1.8** Library membership cards are not transferable.

**1.1.9** Library staff should be notified immediately if a card is lost or stolen.

**1.1.10** It is the Library member’s responsibility to ensure that the contact information held by the Library is correct. Members should notify staff at the service counter, or at [blds@ids.ac.uk](mailto:blds@ids.ac.uk), of any change in personal details including any change of email address.

### 1.2 Admission for reference purposes

**1.2.1** Reference use is permitted to all visitors with a requirement for development research information. University of Sussex Undergraduates who wish to use BLDS on an ongoing basis will be required to complete a form, available at the service counter.

**1.2.2** All use and access is granted at the discretion of library staff.

## **2. Use of the library**

- 2.1** Users can expect to be treated with courtesy and respect by Library staff. We expect our users to treat staff and fellow users with the same consideration.
- 2.2** Users who have mobility problems which hinder their access to the books may expect library staff to retrieve items for them or provide other assistance as necessary.
- 2.3** Users with physical or learning disabilities who require ongoing support in using the library should let us know what assistance is needed, by making an appointment with the BLDS Disability Representative or Deputy Librarian, Helen Rehin (h.rehin@ids.ac.uk).
- 2.4** Library users are expected not to disturb others.
- 2.5** The use of mobile phones, and other devices likely to cause disturbance is not permitted in the quiet areas. In other areas, use of mobile phones or other devices must not be disruptive to other users.
- 2.6** Eating and drinking are permitted within reason. However, hot food, as well as anything which may disrupt other users (by smell, noise of wrappings etc) is not permitted.
- 2.7** Smoking and the use of matches or lighters are not permitted.
- 2.8** Any person behaving inconsiderately or inappropriately in the Library may be required to leave immediately by a member of library staff.
- 2.9** Reading spaces and carrels should be left clean and tidy, with all litter placed in the waste bins provided.
- 2.10** If the security system is activated on leaving the Library, staff reserve the right to inspect personal belongings.
- 2.11** Library materials and property must not be marked or defaced in any way. This includes marking in pencil. Damaged items must be paid for, and anyone found damaging or defacing Library property may be subject to disciplinary procedures, or, in the case of a member of the public, possible criminal prosecution.
- 2.12** Anyone found stealing Library property will be subject to disciplinary procedures, or, in the case of a member of the public, possible criminal prosecution.
- 2.13** All visitors to the Library should make themselves aware of the nearest available fire exits and evacuate the premises immediately the fire alarm is activated.
- 2.14** All visitors to the library should leave the premises when requested to do so by library staff (including Evening Duty Supervisors).
- 2.15** With the exception of guide dogs, animals may not be brought into the library.
- 2.16** When using a socket for personal equipment care must be taken not to leave trailing cables. The Library accepts no responsibility for any damage caused to equipment whilst using the electrical supply.
- 2.17** It is strongly recommended that users do not leave their personal belongings, in particular any items of value, unattended. We do not accept responsibility for any loss or damage and reserve the right to remove unclaimed items.
- 2.18** Users should not enter areas marked 'Staff only' without the permission of library staff.
- 2.19** Access to the library in the evenings is for IDS members, and visitors with permission.

## 3. Borrowing

- 3.1** Users may not take any item out of the Library without completing the appropriate loan procedures.
- 3.2** The borrower is responsible for items borrowed on his or her Library card.
- 3.3** Library cards are not transferable and should not be used by anyone other than the registered member.
- 3.4** All items on loan must be returned to the service counter or the book drop, for Library staff to cancel the loan.
- 3.5** Borrowed items must be returned or renewed (where permissible: see 3.6) by the due date.
- 3.6** Items which are required by other users or designated overnight loan items may not be renewed. Recalled items may not be renewed.
- 3.7** Items which are not returned by the due date will incur fines. See information in our library guides or on the website for full details of charges.
- 3.8** Fines which remain unpaid for 56 days after being incurred may be invoiced for. The invoice will cover the cost of the fines plus an administrative charge.
- 3.9** Borrowed items may not be taken out of the United Kingdom without special permission of a member of library staff. Materials borrowed on interlibrary loan may not be taken out of the United Kingdom under any circumstances.
- 3.10** Lost, stolen or damaged items must be paid for. The charge levied will include an administration fee (currently £12.50) as well as the cost of the document.
- 3.11** Any item on loan may be recalled from the borrower if required by another user, or if required for teaching purposes. Borrowers should return recalled books as requested in the recall notice.
- 3.12** It is the responsibility of the borrower to ensure that items on loan can be returned on demand at any time, even during vacations. Items can be posted to us, but borrowers are responsible for all items until discharged from loan. If an item is lost in the post, the borrower will remain liable.
- 3.13** All communications about overdue and recalled materials will be sent by email. For IDS members this will be your IDS email address. For University members, this will be your University email address. If we are alerted to any such mails failing we will use the personal email address provided on registering. For all other members we will use the email address you provide us with when registering. Members must commit to checking any email which comes from BLDS.
- 3.14** It is the reader's responsibility to ensure that loans are renewed or returned on time: the failure or delay of any communication sent in relation to overdue books, or books about to become due, will not be an acceptable excuse for non-return of due items. Due dates are shown on the labels when items are first issued, and can be found through 'Your library account'. Borrowers can also contact the Library by phone during Library staffed hours.
- 3.15** Borrowing rights will be suspended if there is more than £10 in total fines owing on the member's account.
- 3.16** An invoice will be sent by post (to campus or home address, depending on the circumstances) to the borrower for non-returned materials, after they have been sent three or four (depending on the category of loan) overdue notices by email. The invoice will cover the cost of the Library purchasing replacement copies, plus an administrative charge (currently £12.50 per item). Once invoices have been issued they must be paid, whether or not the items are subsequently returned to us.
- 3.17** Members are responsible for ensuring that all outstanding loans, fines, or invoices, are cleared before their membership expires.
- 3.18** Journals, theses, quick reference materials and others designated as 'Library Use Only' may not be borrowed or removed from the library. In special circumstances which must be arranged with counter staff, users may be permitted to take such materials for a short time.
- 3.19** Doctoral theses and other closed store materials which must be consulted inside the library will be 'issued' on blue 'Reading in Library' cards. All such materials must be returned to the Service Counter by the time the library closes each evening. Additionally, doctoral theses must be consulted within the view of the Service Counter.

**3.20** Items borrowed from other libraries on interlibrary loan are subject to all Library regulations and additionally in each case to the conditions imposed by the lending library. Non-returned interlibrary loan items borrowed by us from the British Library will be charged for at the British Library's set rate. This is currently £156.50 (incl VAT) but is subject to change.

## Copyright and licencing

**4.1** Users must comply with the provisions of any relevant legislation relating to intellectual property rights (including copyright and data protection).

Users of the photocopying, scanning and printing facilities in the Library must comply with copyright law and relevant licences. A summary of what is permissible under the Copyright, Designs and Patents Act 1988 is displayed by the public photocopiers, and further guidance is available from the library website. In brief, you may copy 5% of a work or one complete chapter of a book or one article per issue of a journal or set of conference proceedings or up to 10% /maximum of 20 pages per short book (without chapters), report, pamphlet or Standard Specification, *for the purposes of your own private study or research*. Users making copies for a commercial purpose must ensure that they are licensed, have paid a copyright fee or have the permission of the copyright owner to do so.

**These regulations are subject to change periodically; for the most recent version, please see the website or the notice board at the entrance to BLDS.**

Ver. 09/2014