

# Using the Charles Seale-Hayne Library

## 1. General

- Any use of the services provided by the University Library indicates acceptance of the Library [Terms of Use](#).

## 2. Admission

- A valid University card or Library card is required to gain entry to the Library.
- Visitors must produce proof of identity on each visit, sign the Visitors register and surrender their Visitor slip on leaving the building.
- All users are expected to produce their card or ID on request. University cards/ Library cards may only be used by the person named on the card.
- Anyone under 18 must be accompanied by an adult.

## 3. General Conduct

- Users must adhere to the Food and Drink policy and must not disturb others.
- Noise restrictions should be observed and study areas left clean and tidy. Alcohol, smoking and e-cigarettes are not permitted.
- All library users should acquaint themselves with the fire and safety regulations displayed in the library.

## 4. Borrowing Library material

- Books and other library materials (apart from items designated for reference use only) may be borrowed from the Library by registered borrowers.
- Anyone borrowing materials from the library is responsible for their care and safe return on or before the due date.
- Users are responsible for each item issued to them until they return it to the library.
- Users are asked to return recalled items within 7 days on request.

## 5. Overdue return or loss of Library material

- Fines are charged when recalled items or equipment are returned late.
- The replacement cost will be charged if an item is not returned.

## 6. Communications

- The library system will send key notifications to the registered email address. All users are expected to read and respond to these messages appropriately.

## 7. Copyright

- All library users must comply with the law of copyright in their use of any resources they borrow from or use in the library or remotely, and with the terms of any licences the University may hold regarding such material.

## 8. Loss or Damage to Property

- The University cannot accept responsibility for any damage to or theft of library users' personal possessions.
- Library materials and equipment must not be damaged or misused.

The Library Term of use can be found on [Library and IT Self Help](#)

Users of the Library are subject to [University regulations](#), of which the Library Terms of Use are a part.