



**Fairfield School of Business**

# Library Regulations

Version 2.5

Approved by Board of Governors

Last Amendment: October 2020

Fairfield School of Business' (FSB) Library Regulations have been created to facilitate learning and to ensure that the School's library spaces provide a safe and pleasant environment for students' independent learning and research activities.



## Document Information

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\*The document owner is responsible for maintaining and updating the content of this document and ensuring that it reflects current practice at the School.

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## 1. FSB's Library Facilities

### 1.1. About the Library Service

The aim of the Library is to provide FSB's students with a welcoming environment and access to a vast collection of up-to-date and relevant academic resources in support of independent learning and research. Students can read and borrow a range of books, access newspapers and journals and make use of book-lending, photocopying, and printing services (within the bounds of our copywrite guidelines). Students can also make use of IT facilities dedicated for the purposes of research, assignment submission or accessing lecture notes, or power their own electronic devices.

A library or learning resources facility can be found on each of our campuses (please note that opening times may vary). Friendly and knowledgeable staff are always on hand to aid students in using library services or trying to locate research materials.

Our library staff work closely with programme academics to ensure that collections of printed and electronic materials are up to date and aligned to programme-specific research briefs. Our Tutor Librarian is available to deliver Harvard Referencing and plagiarism workshops on a regular basis and can make appointments for one-to-one assistance on request.

Additionally, students have access to a range of workshops to aid in the development of their academic and research skills.

### 1.2. Resources

All library facilities have an extensive collection of printed books, which are clearly categorised into subject area. A wealth of online research materials is available through FSB's EbscoHost database subscription.

The School is continually expanding its collection of books and electronic resources and seeking to improve the accessibility of its services; at the present time, the possibility of a document supply and inter-library loan service through the British Library and the availability of an OPAC (Online Public Access Catalogue) are being considered.

### 1.3. E-Resources

All students and staff have free access to a variety of journals through EbscoHost, Bookboon, Free Management Library and the Free Library. Students and staff can access all these directly through FSB Connect. To access FSB Connect, a username and password is provided; these can be obtained from IT Support. Students can access this service from home.

Any usernames or passwords issued for the use of electronic resources are only to be used for the purposes of individual study and are only valid for the duration of the course. These must not be passed on to a third party.



#### 1.4. **Facilities**

Library facilities include study desks, computers with access to the Internet and Microsoft Office programmes. There is also an all-in-one printer, photocopier and scanner.

#### 1.5. **Library Membership**

To join the library and borrow items, students must first register with the librarian and pay a refundable deposit of £10. This can be refunded at any time, provided that all borrowed items have been returned. Students may borrow four items at any one time. The loan period is for up to four weeks with some exceptions for items that are in high demand.

Borrowers are responsible for the care and safe return of loan materials on or before the due date. Borrowers are personally liable for all materials borrowed and will be required to pay the cost of replacement or repair of material that is lost, damaged or not returned. Newspapers, magazines and reference books may only be used in the library and may not be removed.

#### 1.6. **Workshops**

The Librarian will continue to hold Harvard Referencing workshops to inform the students about plagiarism and how to reference their work. Guides on how to reference are available in the library and on the student portal.

#### 1.7. **Accessibility**

FSB is committed to making the library accessible to all students, including those with special educational needs. Student Support also can make recommendations for flexible library loans for disabled students.

## 2. **Library Code of Conduct**

The library regulations are created to facilitate learning and to ensure that the library space is a safe and pleasant environment in which all users can make the best use of the resources available.

### 2.1. **Conduct within the Library**

- Anti-social behaviour will not be tolerated or behaviour that interferes in any way with other student's studies
- Mobile phones are to be switched off or turned to silent mode.



- Food or drink must not be consumed in the library, with the exception of bottled water.
- No library equipment may be moved, tampered with or misused in any way. Users losing or damaging any equipment, fixtures or furniture, will be liable to pay the full replacement costs.
- For the security of individual's own data, do not leave computers logged in or unattended. Computer facilities are in high demand; therefore, library staff reserve the right to log out unattended machines.

## 2.2. **Security and Safety**

Users must leave the library by closing time, or immediately on hearing the fire alarm or when required to do so in an emergency. Any items left in the library after closing time will be handed to security at the end of the day, FSB accepts no responsibility for the loss, theft or damage of any items left unattended in the library.

## 2.3. **Copyright and Plagiarism**

Users must observe copyright law and the terms of any licences for material they use. A copyright notice is displayed beside the library photocopier. If in doubt, please ask the library staff.

Plagiarism is a serious issue and is the taking of another person's ideas, writings or inventions and using them as your own. It is an academic offence, and all cases will be treated as serious misconduct. If plagiarised, work may be awarded 0 marks, and you may be subject to further sanctions in accordance with the *Academic Misconduct Policy* and *Student Code of Conduct and Disciplinary Procedure*. The Librarian runs workshops on plagiarism and referencing to help students understand how to properly acknowledge the work of others in their assignments.

## 2.4. **Contravention of Library Regulations**

Infringement of these regulations may result in suspension from further use of the Library, and disciplinary action. The Librarian or any other senior member of staff has the authority to request a user to leave the Library and/or School premises.

## Version History

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