Library Regulations

Version: **2.6**

Category: Policies - Safety, Security and Environment
Owner(s): Associate Deans / Campus Academic Team Leads
Approved : The Board of Governors

Access: **Public** – Anyone can view this document

Scope: This policy applies to all staff (including contractors and volunteers), students and visitors at Fairfield School of Business (FSB)

1. Fairfield School of Business (FSB) Library Service

FSB's Libraries provide students with a welcoming environment and access to a collection of up-to-date and relevant academic resources for supporting independent learning and research. Students can read and borrow a range of books, access newspapers and journals and make use of photocopying, and printing services (within the constraints of our Copyright Policy). Students can also make use of library IT facilities dedicated for the purposes of research, assignment submission or accessing lecture notes.

A library or learning resources facility will be available on each of our campuses (please note that opening times may vary). Approachable, knowledgeable staff are on hand to assist students in using library services or trying to locate research materials.

The library staff work closely with academic teams to ensure that collections of printed and electronic materials are up to date and aligned to programme-specific research briefs and match recommended reading lists. Tutor Librarians are available to deliver workshops that include guidance on Harvard Referencing and plagiarism.

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

Resources

The FSB Campus library facilities have an extensive collection of printed books, which are organised and labelled into subject areas. FSB students on programmes leading to an award for a partner university may also have access to the awarding body's online library and resources.

The school is continually expanding its collection of books and electronic resources especially in relation to the requirements of partner universities. The school will seek to improve the accessibility of its services. Campus Library facilities include study desks, computers with access to the Internet and Microsoft Office programmes. Students will also have access to an all-in-one printer, photocopier and scanner.

E Resources

All staff and students will be able to set up an FSB Connect account through which they can access a variety of journals through EbscoHost, Bookboon, Free Management Library and the Free Library and all course related material. Students can access this service from home.

2.   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.

- Usernames or passwords generated for Connect and library 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.

- Users may not take any item out of the library without completing the appropriate borrowing procedures. They may be required to satisfy the librarian that any Library items being taken out of the library have been borrowed according to the procedures.

- Responsibility for the safe return of all material lies with the lender whose name is on the card and you are personally responsible for knowing when all your items are due for return.

- Students 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.

- Staff and students are responsible for keeping their current contact details up to date

- Newspapers, magazines and reference books may only be used in the library and may not be removed.

3.   Conduct within the Library

- Anti-social behaviour or behaviour that interferes in any way with other student's studies will not be tolerated.

- Mobile phones are to be switched off or turned to silent mode.

- Food or drink must not be consumed in the library, except for 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.

- Students must protect their data by making sure they do not leave computers logged in or unattended. Campus computer facilities can be in high demand; therefore, library staff reserves the right to log out unattended machines.

- Misuse of Library facilities, abuse of staff, or conduct prejudicial to the proper use of the library by others, particularly as a quiet place for reading and study, is forbidden. Any person behaving inconsiderately or inappropriately on Library premises may be required to leave immediately by the Librarian.

4.   Security and Safety

- Users must leave the library by the campus closing time.

- Users must leave Library premises immediately in emergencies, and when requested to do so by the Librarian.

- 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.

5.   Copyright and Plagiarism

- All users of the library 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.

- FSB and its university partners take plagiarism very seriously as it 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 your work is found to be plagiarised it 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.

- FSB runs workshops on plagiarism and referencing to help students understand how to properly acknowledge the work of others in their assignments.

Version Tracking:

Version	Author / revisions by	Changes summary	Approved by	Date
1.0 – 2.4	Associate Dean	Original version and subsequent annual updates	Executive Committee	Sep 2017 Aug 2018 Sep 2019 Oct 2020
2.5	Quality Audit Manager Associate Dean	Reviewed and updated in line with current library resources services offered	Board of Governors	Jan 2022
2.6	Quality Unit	No major changes, review date put forward to September 2023.	Board of Governors	Sep 2022

Date of next review: September 2025