



**TITLE: *LIBRARY ADMISSION AND USER SERVICES POLICY***

<b>Effective Date</b>	6 December 2017	<b>Version</b>	2
			Policy reviewed to include industry best practice, updated high-level policy principles and alignment with CCSP <i>Policy on Policies</i> .
<b>Approved By</b>	Academic Council	<b>Date Approved</b>	6 December 2017; reapproved 29 July 2020
		<b>Review Date</b>	29 July 2023 <i>or as required</i>
<b>Superseded or Obsolete Policy / Procedure(s)</b>		<b>Owner</b>	
<i>Quality Assurance Handbook</i> (6 December 2011), pp. 141-43; 147-54.		Office of the Registrar	
Initial Issue			

**1. Purpose of Policy**

The purpose of the *Library Admission and User Services Policy* is to ensure that appropriate access to resources is provided in support of the teaching, learning and research priorities outlined in the Carlow College, St. Patrick's (hereafter Carlow College) *Strategic Plan, 2017 – 2022*. Moreover, this Policy will facilitate visiting readers engaged in scholarship. Regulations, which apply to all Library users, are in place to ensure the fullest use of our Libraries collections and resources. In this Policy, the term 'Library' includes all Library services provided by Carlow College, including the P.J. Brophy Memorial Library and Keffe Library.

**2. Scope of Policy**

This Policy applies to the admission of all Library users, access to and use of the Library's collections, resources and services.

### **3. Policy Statement**

Registered learners and staff of Carlow College have access to the Library. All registered learners are issued with a Learner Identity Card which also acts as a Library card. Learners must have a current learner card in order to gain entrance to the Library.

Access to the Library is available to learners from other Third Level Institutes, individuals engaged in scholarly research and visiting members of the public where specific regulations and guidelines are followed (see Appendix 1: *Library Regulations*). As the Library's primary function is to support the needs of its learners and staff, the interests of external users should not conflict with those of Carlow College learners or staff.

The principles and goals underlying the *Library Admission and User Services Policy* are:

- To ensure the fullest access to the Library collections, services and resources;
- To facilitate visiting and other readers engaged in scholarship;
- To support teaching, learning and research priorities of learners and staff;
- To ensure a quality library service is provided with a suitable study and learning environment for all Library users;
- To ensure all Library resources are distributed as fairly as possible amongst all Library users.

### **4. Roles and Responsibilities**

The Librarian holds responsibility for all matters, including quality assurance, in relation to Library Admission and User Services. In this role, the Librarian is supported by Library Staff and the relevant College committees, including the Learner Resource Committee. The Librarian reports to the Vice President for Academic Affairs.

### **5. Associated Documentation**

- Appendix 1: Library Regulations

### **6. Referenced Policies**

- *IT Policy*

### **7. Monitoring and Review**

The *Library Admission and User Services Policy* is approved by the Academic Council. The College Librarian will monitor this Policy annually and review it every three years to ensure that it reflects the needs of the college body, visiting users and the resources available in the Library itself.

## Appendix 1: Library Regulations



### Library Regulations

In these regulations the term 'Library' includes all Library services provided by Carlow College, St. Patrick's (hereafter Carlow College), including the P.J. Brophy Memorial Library and Keeffe Library.

#### 1. Library Admission

- 1.1. All current Carlow College learners and staff have to access Carlow College Library services; however, this access is contingent on following Library regulations.
- 1.2. As a Carlow College Library user you must have a current Learner Identity Card. These cards must be produced if requested by a member of the Library staff.
- 1.3. Learners/Researchers visiting from other Third Level Institutes must have an approved letter from their college for each visit stating the date and purpose of their visit. Further to this, the Library will consider requests to read, without borrowing privileges, in the Library from: any persons engaged in scholarly research; members of the public requiring access to Library material not available to them in any other library.
- 1.4. The Library is open for visitation to members of the public; however, they must sign in at reception before gaining admittance stating time and date of their visit. Members of the public do not have access to Library computers or study spaces.

#### 2. Children in the Library

- 2.1. While the Library cannot facilitate children in general, it recognises that Carlow College staff and learners may need to bring their children to the library on rare occasions. While in the Library parents/guardians are responsible for the supervision and health and safety of their child.
- 2.2. Children accompanying library users are not allowed beyond the Library Desk.
- 2.3. Children accompanying library users are permitted into the Library for a short period only which would allow library users:
  - to take out an item;
  - to pay fines, return items or retrieve a reserved item;
  - to use the photocopying and printing services.

#### 3. Borrowing and Consultation

*As a user of Carlow College Library you are expected to:*

- 3.1. Be responsible for your learner card. Learners may not borrow without this.
- 3.2. Be responsible for the items that you borrow and ensure it is returned correctly, on time and undamaged as charges will apply for late, unreturned, or damaged items. The fixed penalty for late items is €1 per book per day.

- 3.3. Use our e-resources, digital and electronic resources, within their specified terms of use.
- 3.4. If you have charges on your account, you will not be able to borrow.
- 3.5. Only remove material from the library that has been borrowed correctly.
- 3.6. The loan periods for items borrowed are overnight, weekly and over the weekend.

#### **4. Behaviour in the Library**

*As a user of Carlow College Library you are expected to:*

- 4.1. Treat Library staff and fellow users with respect at all times.
- 4.2. Ensure you have your learner card at all times and produce it to a member of Library staff if requested.
- 4.3. Cooperate with Library staff in ensuring that all library facilities and resources are used properly.
- 4.4. Cooperate with Library staff if the book alarm sounds when exiting the Library and produce any Library material in your possession.
- 4.5. Treat all Library materials and Library building with respect.
- 4.6. Keep your mobile device on silent and use in a way that does not disturb other Library users.
- 4.7. Refrain from making noise.
- 4.8. Take responsibility for your own belongings and do not leave unattended as Carlow College Library cannot be held responsible for their loss or damage.
- 4.9. Refrain from eating or drinking in the library; food and drink is not allowed in the Library.
- 4.10. Use Library computers according to the terms of use outlined in the *IT Policy*.
- 4.11. Cooperate with Library staff if the fire alarm sounds and vacate the building as instructed.

#### **5. Breach of Regulations**

Users who do not abide by the library regulations will be liable to a range of penalties:

- 5.1. Non-payment of library fines will result in suspension of lending facilities. Furthermore, a learner will not obtain their end of year academic results and will be unable to register for the next academic year unless any and all books borrowed are returned, and all outstanding fines and associated costs are paid in full.
- 5.2. A reader damaging or losing a book belonging to the Library will be required to meet the replacement cost of the item.
- 5.3. If you breach a Library regulation, you may be asked to leave the Library and further action may follow. You will be advised of the regulation you have violated and your name and student number will be taken for identification and further contact purposes if necessary.

- 5.4. You may be asked to meet with a member of Library Senior Management/Librarian for a meeting which could result in the withdrawal of borrowing privileges

## **6. Keeffe Library & Special Collections**

- 6.1. Items in the Keeffe Library and Special Collections are for reference only and cannot be borrowed.
- 6.2. Items cannot normally be photocopied.
- 6.3. Many items in this collection are rare, fragile and old and require careful handling.