

Rules and Regulations

Code of Considerate Behaviour

Accessing the library and using its resources

- All library users should be registered members i.e. staff, students, visitors, support workers or sixth formers. Access is also provided to members of the constituent libraries of [SCONUL Access](#), and other groups the Director of Library Services has given permission to. Please note that access to some external users may be restricted during busy times such submission deadline in April/May and the exam period in May/June.
- Always carry your University ID card as you need it to access the library and its resources. Staff may request to see your ID card at any time. Failure to present it may prevent you from accessing the building. Do not allow others to use your ID card to enter the library.
- Visitors, or those not possessing a valid Hope ID card, must show other approved proof of membership and sign in to gain access. More information can be found on the [Access for external user's](#) webpage.
- Only take resources out of the library that you have borrowed. Remember to return or renew items on time to avoid [fines](#).
- Access to the library may be withdrawn or suspended in relation to theft, misbehaviour, debt or damage.
- Bags, briefcases, laptops etc. may be brought into the library on the understanding that owners are willing to open them for inspection if requested to do so on leaving. The Library Service takes no responsibility for personal belongings so please take care of all belongings. Do not leave them unattended at any time or use them to reserve a study space or PC.
- Lockers are provided in The Sheppard-Worlock Library. Liverpool Hope takes no responsibility for items left in lockers.
- The Library's online resources are for your academic use only and must not be used for any commercial purpose or shared outside the Hope community.
- Users should leave the building immediately by the nearest fire exit if the fire alarm sounds or follow instructions given by a Fire Marshall. Please wait at one of the designated fire assembly points for the all-clear to re-enter the building. Users should leave any section of the library when requested by a member of staff.

Respecting your learning environment

- The Sheppard-Worlock Library has designated Silent, Quiet and Group work areas, please respect other library users by choosing the correct zone for the type of work you are undertaking. You may be asked to move to a more appropriate space, or leave, if your behaviour disturbs others.
- Because of the rare and delicate nature of some of the materials held in the Special Collections vault, there may be a need to have handling training and guidance before using these materials. More information is available on our [Archives and Special Collections](#) webpages.
- Treat Library property with respect, you will be charged for lost, stolen, defaced or damaged items.
- All items remain the property of the library. If an item is damaged, including marking, annotating, or interfering with evidence of the University's ownership, you may be charged for its replacement. All Library staff are authorised to inspect Library items at any time if we suspect it has been damaged or you are attempting to remove it from the Library without following the proper borrowing procedure.
- The Computer Assisted Technology (CAT) Suite houses specialist equipment to support disabled students. This space should not be used by students who have not had this need identified in a Learning Support Plan.
- Mobile devices should be used with consideration for other library users and following the guidance given for the space you are working in e.g. in the Silent area's mobile telephones, personal music devices, laptops etc. may only be used if they do not generate sounds audible to other users.
- Drinks in bottles or cups with lids are permitted in the library. A drinking water cooler is available in Chapters kitchen.
- Library users can bring their own food into the library, but the consumption of food should take place primarily in Chapters kitchen, no hot food is allowed anywhere else in the library.
- The Honours Study Space is located on the ground floor of The Sheppard-Worlock Library and has 10 PCs available. A number of the PCs contain specialist software including SPSS, Smartboard software and Education packages. This room is only available to Honours Level students who will be given a code for entry upon showing their student card at the library Help Point. This study space also has printing and photocopying facilities with desk space for group work or laptop use.

- The Postgraduate Study Space is located on the ground floor of The Sheppard-Worlock Library and is available to research and taught master's postgraduates, and academic staff only. A valid ID card is required to obtain the door access code from staff at the Library Help Point. This code should not be shared with others and the door into this space should not be propped open.
- Please follow the guidance provided when using the room booking system.
- Children under the age of 16 are permitted in the library for short periods and must be accompanied and under the continuous supervision of a responsible adult. Children are not permitted into study areas and must leave the library by 9pm. If the child is disturbing other library users you may be asked to leave the library.
- In line with University policy, smoking and vaping is not allowed within the libraries or learning spaces, or outside the entrance to The Sheppard-Worlock Library. Please use one of the designated smoking areas. E-cigarettes must not be recharged in the Library.

Protecting and updating your data

- Liverpool Hope University is legally bound by Data Protection legislation. Your information will not be used or disclosed to other readers, including family members.
- You are responsible for all items borrowed on your ID card and you should not allow anyone else to borrow, renew or pay fines on your card.
- Under exceptional circumstances e.g. sickness you can provide written consent to authorise a designated person to act for you.
- Do not borrow material on anyone else's card.
- You must notify the library immediately if you lose your card. A £5 charge is made for a replacement, unless the card was stolen, in which case a police crime number is required to enable the charge to be waived.
- Do not leave library catalogue computers or the room booking PC logged in to your personal account.

Financial and Legal

- You are responsible for fines accrued on your library record. If you owe over £10 you will be unable to renew materials, or borrow further materials, until the amount owed is less than £10. You will also be unable to renew materials or borrow further material if you have any items on your record that are 10 days or more overdue, until these items are returned.
- Students must return all items that have been borrowed, and pay off any fines accrued before graduation. You will be charged for lost or stolen items. The library will accept a replacement copy provided it is in good condition.
- If you are a member of staff or visitor you will be prevented from renewing your membership if there are outstanding loans or debts to the library when your membership expires.
- All photocopying, printing and scanning undertaken must abide by the advertised current copyright legislation and licence.
- We advise you to use all credit on your printing account, there will be no refund of credit remaining at the end of your course.

Use of IT Facilities

- All users of the University's Information Technology facilities have an obligation to use the resources in a responsible, professional, ethical and lawful manner. Details of the "Acceptable Use" and "Information Security" Policies can be found on the IT Services webpage.
- Do not use the PC desktop to store your work as these are cleared every time the PC is logged out or switched off, and you will not be able to retrieve your work. Please save your work to either your network (I:) drive or a pen drive.
- Please do not leave a PC logged in to your account when you are not using the computer.

Notice on inappropriate behaviour

- Our colleagues are here to help you, and we are committed to helping resolve any problems or queries you might have. Liverpool Hope values a respectful, collegial and supportive environment for all members of the community. Therefore, verbal or physical abuse, aggressive or other inappropriate behaviour will not be tolerated. Serious or repeated failure to abide by the Library Charter and Code of Considerate Behaviour will result in appropriate disciplinary action being taken in line with the [Code of Student Conduct](#).