

Regulations governing the use of university library facilities and services

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1. Scope of regulations

1. These regulations apply to all services and facilities accessed throughout the library, including library resources accessed electronically via the University network from on or off campus. Any exceptions to regulations that relate to specific areas will be indicated in the particular library area.
2. These regulations are subject to alteration without notice; any amendments will be displayed on the library website at <https://www.nottingham.edu.cn/en/library/library.aspx>
3. All users of library facilities must comply with these regulations. Failure to comply may be a disciplinary offence which will be dealt with under University disciplinary procedures. Certain breaches of these regulations may also constitute civil or criminal offences and could lead to separate legal action.

2. Conformance with legislation

- a. Use of library and computing facilities must conform to the requirements of the:

- Regulations of the People's Republic of China for Safety Protection of Computer Information Systems (1994)
- Interim Regulations of the People's Republic of China on the Management of International networking of Computer Information (1997)
- Data Protection Act (1998)
- Human Rights Act (1998)
- Copyright, Designs and Patents Act (1988)
- Computer Misuse Act (1990)
- Privacy and Electronic Communications (EC Directive) Regulations (2003)
- Freedom of Information Act (2000)
- Regulation on the Protection of the Right to Network Dissemination of Information (2006),
- Cybersecurity Law of the People's Republic of China (2017)

and all other relevant legislation.

b. Your access to and use of electronic resources may be subject to contractual arrangements and licenses with vendors. These may limit the:

- Categories of persons who may use them
- Number of simultaneous users
- Locations from which networked services are permitted

All users of electronic resources must comply with the conditions of contracts and/or licenses associated with the resources. The following particular must be respected at all times:

- Copyright restrictions
- Download limits
- Re-transmission of copyright material
- Electronic storage of material
- The integrity of rights-management information

Unless otherwise state explicitly in the terms and conditions for a particular resource or service, subscription-based electronic resources are provided for personal, educational use only. Any commercial uses by an individual, or for other persons (connected or not to the University of Nottingham Ningbo China), are strictly forbidden.

3. Borrower categories

You are advised to carry your University card with you at all times. You are eligible to use and borrow from the library, on completion of the appropriate application process, if you are:

- a. Members of staff
- b. Registered students
- c. Individuals who have a formal association with the University but do not have a staff contract
- d. Alumni
- e. Staff family

4. Borrowing regulations

Borrowing regulations, including loan entitlements, loan periods, and fine rates, are recommended and published by the Director of the Library. Details of lending services including current loan entitlements are displayed on the library website at:

<https://www.nottingham.edu.cn/en/library/library.aspx>

- a) An item may not be removed from the library until the loan has been correctly recorded.
- b) Any book or other resource item may be designated for reference only.
- c) Reference items may not be borrowed without express permission; however, certain periodicals may be borrowable. The most recent copies of periodicals will not be borrowed. Library users are required to abide by the decision of the Director of the Library on access to periodicals.
- d) Borrowers are held responsible for all books or other items borrowed or signed for

against their card until they are returned and the loan is discharged. Books or other items must be returned either by using the electronic devices provided or by handing the items directly to a librarian if the devices are not functioning properly.

- e) Users should not lend their card to anyone to allow them access to their library account; reasonable care should be taken to prevent the card being misused. Users should also not disclose their password, keeping it protected.
- f) A reader can ask about activity on their own library record. The University may disclose account information to some authorities as allowed by legislation, e.g. in the case of suspected criminal activity. However, under normal circumstances information about a reader's library account cannot be disclosed to a third party without the express permission of the reader.
- g) Standard items will be issued for seven days initially. The library system starts daily automatic renewal on the second day if the item is not requested by another patron.
- h) Items on loan may be requested at any time by another patron, which results in the failure of daily auto-renewal. Once the auto-renewal is stopped, a courtesy reminder will be sent to the patron, allowing maximum seven days to return the book. If more than one person is waiting for the book, you will just get the book for two days.
- i) A borrower may be required to return any item borrowed from the library after one week, if it is needed by another reader or for another purpose.
- j) Items borrowed must be returned by the date or time stipulated for their return. Overdue notices are sent at 1 day, 7 days and 21 days. An overdue charge per day or part day will be imposed for a book or other item not returned by the stipulated date or time.
- k) The loss or damage of a book or other item must be reported to a member of library staff at library enquiries desk. The person responsible may be required to replace the item, or to pay such a sum as may be needed to make good the loss or damage, plus an administration fee. In addition, in serious cases, disciplinary action may be taken.
- l) Failure to return an item will ultimately lead to the person responsible covering the replacement cost, plus administration charges. Failure to observe any of the above borrowing regulations will be treated seriously. The Director of the Library or a designate is empowered to withhold access to facilities and services due to infringement of the regulations, or to take other appropriate action.

5. Conduct within library

In order for the library to meet its commitment to provide an environment conducive to study and learning, users are requested to comply with the following:

Users of the library are requested to behave courteously and with respect to other users and staff at all times when using the facilities. Disturbance of other users and library staff will be treated seriously.

Users should:

- a) Refrain from violent, indecent, disorderly, threatening, intimidating, or offensive behaviour or language.
- b) Treat all property with respect
 - Any theft, or attempted theft, of university property or other users' property will be treated seriously;
 - Altering books or other library resources by writing or scoring in them, or otherwise causing damage to, any book, periodical, or other resource item or library property is strictly forbidden.
 - Anyone damaging material in this or any other way may be required to replace the damaged item with a new copy;
 - Tampering with or otherwise causing damage to any library computer or other equipment is strictly forbidden. Anyone damaging equipment in this or any other way may be required to replace the damaged item.
 - It is not allowed to remove furniture or equipment from its original location, such as rooms and open spaces.
 - Refrain from use library rooms and spaces for a social event, such as birthday and private parties, computer games and card games and etc.
- c) Refrain from any form of smoking in or near the library, including smoking e-cigarette. The University has a no smoking policy which must be observed at all times.
- d) Refrain from using open flame in or near the library, including burning incense sticks.

- e) Refrain from drinking alcohol.
- f) Vacate the premises at closing times, and/or when asked to by a member of University staff.
- g) Show their University card to any member of University staff or their representative on request.
- h) Observe noise restrictions in designated areas, especially in the silent study areas of the library. Discussion is only allowed in the designated areas. Noise should be kept to a minimum in all other areas.
- i) Switch mobile phones to silent or vibrate mode, and keep conversations to a minimum to avoid disturbing other users. Mobile phones should never be used for conversations in silent study areas. Phone calls can be made in the phone booths of the library.
- j) Refrain from reserving individual open study spaces. Items left in a study space for (longer than 30 minutes) may be removed by staff in order to free up space for other users. Report the unattended seat to a member of staff, rather than attempting to clear it independently. Clearance of unattended seats is at the discretion of library staff, depending on the situation, such as overall availability of seats, manpower resources at a particular point of time.
- k) Refrain from consuming any hot and smell food in the library. Drinking bottled drinks or light food is generally allowed in designated area, except in the Special Collection Room, but consumption should not cause a disturbance to other users.
- l) Refrain from placing posters, signs, advertisements or notices on any surface other than authorised notice boards.
- m) Refrain from distributing any materials without permission.

- n) Refrain from bringing animals into library building, with the exception of service animals assisting individuals with disabilities. No other animals, including pets, emotional support animals, and therapy animals, are permitted.
- o) Unauthorised photography or filming of library visitors or staff is strictly prohibited

For academic, promotional, or professional filming/photography, please request approval in advance via library email. Approved activities must be confined to designated areas.

When permitted, ensure all camera flashes and shutter sounds are disabled to maintain a quiet atmosphere.

Failure to comply with these rules and requirements will be treated seriously and will result in action being taken in accordance with procedures stated in section 6 of this document, which may include disciplinary action.

In addition, users are expected to:

- a) Clear study spaces after use in order to leave them tidy for the next user.
- b) Look after all personal belongings that are brought into buildings. Laptop users are responsible for the safety and security of their own equipment. The University does not accept responsibility for loss or damage to personal belongings.
- c) Wear proper clothing in the library building at all times including shirts and shoes.

Failure to comply with these rules and requirements, whilst not necessarily resulting in direct action, will result in a verbal warning.

6. Infringement and Enforcement

- a) The Director of the Library is responsible for maintaining order in the library. In the case of disorderly or improper conduct, the Director of the Library, a designate, or any member of staff or other persons authorised for the purpose, may require the user(s) to

withdraw from the building and may withhold the use of the facilities and services.

- b) Infringement of these regulations may result in disciplinary action in accordance with the University disciplinary procedures, and may result in the use of facilities and services being withheld, fines and administrative charges being incurred, and/or direct contact with Academic Schools about the user's behaviour.
- c) With regard to students, the Director of the Library or a designate are empowered to deal summarily with alleged breaches of these regulations. When an alleged breach of these regulations appears to call for a penalty greater than or different from those allowed summarily, the Director of the Library will refer the case to the University Assessor.

Students are also required to observe the Code of Discipline for Students, which can be found at

https://nottingham.edu1.sharepoint.com/sites/Policies/Student%20Policies/Previous__Regulations%20governing%20the%20use%20of%20university%20library%20facilities%20and%20services.aspx?csf=1&web=1&share=EZufdgkFTRIFgNbUkHi_uNIB3LnP3ODTgLdx4S2i9CVILA&e=MUGkmw&CID=d85015f1-58c2-4f63-84a5-ee6e1590ceba