Regulation XXV:
Regulations relating to the Library

1. For the purposes of these Regulations, the **"University Library"** comprises the collections, services and facilities provided on the premises of the University Library on the University's Sheffield campus and elsewhere; and the services and resources provided at any location, directly or indirectly, by the University Library across the campus network or the Internet.
2. Admission to and licence to remain on University Library premises, and use of University Library facilities, are conditional upon observance of these Regulations.
3. The following will be eligible to use the University Library and to borrow materials from it:
    (a) any registered student of the University or member of the University staff in possession of a currently valid UCard;
    (b) any other member of the University as defined in Regulation V, except that a graduate who is not currently a registered student may not normally access the Library's licensed digital content;
    (c) any other person meeting criteria approved by the University Librarian.
4. Other persons may be afforded such access to the collections, services and facilities provided on the premises of the University Library during staffed service hours as the University Librarian considers appropriate. In offering such access, the Librarian may impose a charge.
5. Persons who are eligible for and hold more than one UCard must declare this entitlement to the University Library and designate one UCard as valid for borrowing. No person may use more than one UCard for borrowing.
6. Users other than registered students and members of University staff must register separately with the University Library. Such users will be issued with a University Library card and must inform the Library of any change of address.
7. Every user must present a valid UCard or Library card when borrowing, and must produce this, or another form of identification, when asked to do so by a member of Library staff on Library premises. UCards and Library cards are not transferable.
8. Users must comply with the rules as to loan entitlements and loan periods, return dates, recall periods and renewal conditions published on the University Library's premises and on its printed guides and web pages.
9. No material may be removed from the Library without its loan being recorded. Users leaving University Library premises with books and papers may be required to show them at the control point.
10. The borrower of an item as shown in the current loan record is responsible for the safe return of that item, and liable for any loss or damage to it.
11. Materials must be returned at short notice, if required, and users must bear the cost of returning such items by post, including from overseas, and must ensure adequate insurance for loss or damage in transit.
12. Users must comply with all such additional conditions as may be published in respect of certain services such as interlibrary loans, and access to digital materials.
13. Users must comply with all relevant legal and contractual requirements, including those relating to digital resources licensing, copyright, data protection and computer misuse.

14. Users must not borrow materials using another person's UCard or Library card, unless they have written permission to do so. All borrowing must be made in accordance with rules published on the University Library's premises and on its printed guides and web pages.
15. Users may be required by the University Librarian to pay compensation for the replacement of lost or damaged library materials, the non-collection of items obtained on interlibrary loan and certain other acts or omissions. Users' borrowing rights may in addition be suspended in the case of late return of borrowed or recalled items.
16. Any person behaving inconsiderately or inappropriately on University Library premises may be required to leave immediately by the University Librarian or another member of Library staff acting on behalf of the University Librarian.
17. Any breach of these Regulations and any other misconduct relating to the University Library may be dealt with, in the case of students, under the Discipline Regulations, and in the case of members of the staff of the University in accordance with the disciplinary procedures prescribed in the Statutes or approved by the Council. A student or a member of staff may be suspended from access to the premises of the University Library in accordance with those Regulations and procedures. Access to University Library premises and services may be withdrawn by the University Librarian from any other person in breach of these Regulations.
18. Complaints against the imposition of any penalty under these regulations may be dealt with, in the case of students, in accordance with the Student Complaints Procedure.
19. In the case of any other person, complaints against the imposition of any penalty under these Regulations may be dealt with through written appeal to the University Librarian, submitted not more than 15 working days after the notice period of the penalty is issued. Acknowledgement of the appeal will be made within 5 working days and a full written response will be made within 30 working days.
20. These Regulations should be read in conjunction with information about the use of the University Library, and information about the University Library and its services published on the University's web pages.