ASKHAM BRYAN COLLEGE

Library Policy 2022 - 2024

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. INTRODUCTION

1.1 The use of the Learning Resources Centres (LRC) or libraries across all sites implies acceptance of the regulations printed below. All users must observe these regulations, which are designed to protect the interests of all users and ensure the service can carry out its functions efficiently and effectively.

1.2 Library services to students and staff based at some sites are provided by local service providers. Those who use these facilities are therefore subject to the rules and regulations in force at those provider institutions.

2. CONDUCT

2.1 All users must respect the LRC Users' Code while using the LRC (please see Appendix 1: LRC Users' Code, below).

2.2 In accordance with the College's policies and procedures, all users must co-operate by taking proper care of the health and safety of themselves and others. All LRC users must follow any directions by the LRC staff in the event of an evacuation or other emergency. Any accident or hazardous situation should be reported to a member of the LRC staff immediately.

2.3 All users visiting the LRC (York) after 5.00pm during the week will be asked to sign in as part of safeguarding and health and safety guidelines.

Version: December 2022	Next Review: December 2024	Author: Head of Digital Learning	SLT Owner: Vice Principal FE Curriculum

3. MEMBERSHIP

3.1 The use of the LRC is normally limited to use for educational purposes and other purposes as directed by the Senior Management Team of the College.

3.2 Library membership is available to the following:

• All students registered on a College course that will be issued with their library card/ID badge once they have enrolled. The cards are valid until the end of their course;

• All staff will be issued with a library card/ID badge as part of their induction process. It will be valid until they leave their employment at the College.

3.3 Library cards/ID badges are not to be used by anyone other than the person named on the card.

3.4 Opening hours are available in the LRC, on the LRC pages of Moodle, and displayed on notice boards around the campus. For details of library opening hours at other sites, please check notice boards or ask staff.

4. LOAN ENTITLEMENTS

	HE Student	FE Student	Staff
Lending – non-fiction	10*	6	8
Lending – fiction	Unlimited	Unlimited	Unlimited
Inter library loans	To pay for**	To pay for**	4
Reservations	Unlimited	Unlimited	Unlimited
Renewals	2	2	2

* HE students may also take an additional 2 books to the HE Room in the Main Building but they must be returned the same day. Students with additional needs/ EHCP plans can ask for more leading capabilities.

**We can waive this cost for bursary students up to a maximum of 5 inter library loans.

Version: December 2022	Next Review: December 2024	Author: Head of Digital Learning	SLT Owner: Vice Principal FE Curriculum

5. BORROWING

5.1 LRC users must produce their library card/ID badge to borrow items. Some libraries may have a signing out/in book for users who wish to borrow books from the library.

5.2 Each user is responsible for all items issued on their card until the items are returned and discharged from the user's record.

5.3 All items borrowed from or through the LRC must be returned in good condition on or before the 'due for return' date.

5.4 The loan period of an item is indicated on the library catalogue (see Table 1 – Appendix 2).

5.5 All 'Standard Loan' (3-week loan) items may be renewed twice, as long as they have not been reserved by another borrower. All '1 Week Loan' items cannot be renewed.

5.6 If an item has been requested by another user, it cannot be renewed.

5.7 Users are responsible for noting the 'due for return' date of all renewed items.

5.8 Reminders will be sent by College email.

5.9 Users may borrow up to the maximum number of items allowed for their category of membership.

5.10 Lost or stolen cards should be reported as soon as possible and students will have to pay for a replacement card (see section 11.1).

5.11 Students with additional needs may or students working off campus can extend their loans to support their needs.

6.   ITEMS NOT FOR BORROWING

6.1   The following items may not be borrowed from the LRC:

- • Items that are labelled 'For Reference only' or 'For LRC Use Only'
- • Journals (may be borrowed by staff for a class)
- • Maps

Version: December 2022	Next Review: December 2024	Author: Head of Digital Learning	SLT Owner: Vice Principal FE Curriculum

3 | P a g e

7. SUSPENSION OF BORROWING RIGHTS

7.1   Items will not be issued to a user who:

- Does not have a valid library card/ID badge

8. RENEWALS

8.1 Items can only be renewed twice and then must be returned for other users to borrow.

8.2 Any item can be renewed unless it has been requested by another user or it is a one-week loan item.

8.3   Users may renew items:

- By telephone
- In person, at the library desk
- By email
- Post
- Online, using their library account, which is available via the library catalogue

8.4 If renewing by telephone, users must quote their library card/ID badge number.

9. RESERVATIONS

9.1 Users can make reservations at the library desk with a valid library card, or online using their library account.

9.2 Reservations must be collected within 7 days. If they are not collected they will be returned to the shelves or used to satisfy another request.

9.3 Users will be informed by email (using the College email accounts) that a request is available for collection.

9.4 Items which are awaiting collection can only be issued to the user who placed the request, unless the original requester gives their permission and there are no other requests for the item.

Version: December 2022	Next Review: December 2024	Author: Head of Digital Learning	SLT Owner: Vice Principal FE Curriculum

10. INTERLIBRARY LOANS

10.1 Interlibrary loans from the British Library are charged at the publicised rates - full details are available from LRC staff.

10.2 Whole issues of a journal cannot be supplied on journals published within the previous six months, in line with British Library policy. However, individual photocopied articles can be obtained.

10.3 For visiting the British Library Reading Rooms at Boston Spa, users will need to register for a 'readers pass'. Items can then be requested 48 hours in advance. Full details are available online via the British Library webpages.

11. APPRENTICESHIPS AND DISTANCE LEARNING COURSES

11.1 The LRC recognises that students on Apprenticeship and Distance Learning Courses may not be close enough to the library to pop in for help, advice and resources. As with all students you can contact us (see Appendix 3), let us know what it is you need - whether it is a journal article, eBook, physical book, or the chapter of a book - and the LRC promises to find a way to get it to you. Please just ask, and we'll always find a way to get the information to you.

12. END OF MEMBERSHIP

12.1 Student users are required to return all their outstanding items before the end of their course.

12.2 Staff users are required to return all outstanding items when their period of employment ceases.

13. BREACH OF THE REGULATIONS

13.1 Failure to observe these regulations may result in the user being asked to leave the LRC immediately or being suspended from using the LRC.

13.2 Serious breaches of the regulations by students will be reported to Programme/Course Managers and subject to the College disciplinary procedure.

Version: December 2022	Next Review: December 2024	Author: Head of Digital Learning	SLT Owner: Vice Principal FE Curriculum

5 | P a g e

LIBRARY POLICY 2022 - 2024

Appendix 1: LRC Users' Code

To make sure the Learning Resource Centre is a safe, working environment for everyone, we expect every visiting the LRC to follow this code:

- You can eat snacks (such as sweets, crisps, biscuits, and popcorn) in the Learning Resource Centre, but please go to the cafeteria in the main building if you want to eat sandwiches, pasta, or other hot or cold food.
- Please place all rubbish in the bins provided and leave the LRC in a tidy condition.
- Bottled water and bottled soft drinks are allowed in the LRC, as long as you keep a secure top on the bottle when not drinking. If you want coffee, tea or any other hot beverage, then please visit the cafeteria in the main building.
- You are free to have quiet conversations in the LRC, but please remember that others may be working or studying. If you want to talk rather than work or study, then please pop out for a break – and remember regular breaks are good for you.
- Please respect others.
- Please remember that the LRC staff are here for you if you need help or advice.
- Once you have finished with the books you are reading please you can leave them in a tidy pile on a table. The LRC staff will be happy to re-shelve them for you.

In turn, the LRC staff will:

- Respect you and treat you fairly
- Provide you with a helpful service in a safe learning environment

LIBRARY POLICY 2022 - 2024

Appendix 2

Table 1 - Loan Periods

Lending	3 weeks
One Week Loan	1 week
Inter library loans	Set manually as instructed by British Library.

Table 2 - Overdue Reminders and Invoices

Reminder	1 day before due date	Via college email
1st overdue reminder	6 days after due date	Via college email
2nd overdue reminder	15 days after due date	Via college email
3rd overdue reminder	21 days after due date	Via college email

LIBRARY POLICY 2022 - 2024

Appendix 3:

Contact details:

- Askham Bryan College - Learning Resources Centre (LRC)

  Askham Bryan College, Askham Bryan, York, YO23 3FR

  Telephone: 01904 772234

  E-mail: LRC@askham-bryan.ac.uk

  Website: https://www.askham-bryan.ac.uk/students/learning-resource-centre

- Stewart Park - Learning Resources Centre (LRC)

  Stewart Park, The Grove, Marton, Middlesbrough, TS7 8AR

  Telephone: 01642 327998 ext. 2115

  E-mail: LRC@askham-bryan.ac.uk