

# Library Regulations for Internal Users

2024-26

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Scope of policy (audience):	Staff and students
Policyholder:	Head of Learning Enhancement
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Alternative formats:	

## Linked external codes/regulations

## Linked documents/references

[Student Charter](#)  
[Student Conduct and Disciplinary Policy](#)

## Equality Impact Assessment information

## Policy statement

This policy sets out the rules for library usage as they apply to conservatoire members. It covers:

- Who can borrow as an internal library user
- Expectations around how users borrow and return items
- Specific arrangements for ensembles
- Penalty fees for late or non-return of library items
- Library discipline

In addition, library users and staff are expected comply with all Leeds Conservatoire regulations and with the Student Charter.

## Background/vision (if applicable)

The purpose of the regulations is to ensure all members of the conservatoire have fair access to the library, its facilities and materials that are necessary to undertake their study or employment. Use of the library is conditional on the observance of these regulations. All users are presumed to know these rules, which are available on Space and on the conservatoire website. The library reserves the right to place restrictions on those who do not abide by these regulations and in the case of persistent or severe violations to suspend the users and report them to their academic school or line manager.

## Policy

### Who can borrow as an internal library user?

The conservatoire recognises the following categories of library users as listed below. All internal members require their ID card for entry to the library, and to borrow items. The maximum number of items allowed as well as any restrictions for each category of user is listed below – this number may be varied at the discretion of library staff.

Library user type	Number of items	Any restrictions
Conservatoire staff	200	Large ensemble works may only be borrowed for use by an LC ensemble
FE & A level students	10	Large ensemble works may not be borrowed
Undergraduate students	15	Large ensemble works may only be borrowed by conducting students
Postgraduate students	20	Large ensemble works may be borrowed the purposes of PG study or examination. The use of this material must be approved by the Head of Postgraduate Studies.
Students on short courses & Saturday Music School	10	Large ensemble works, and items with a loan period of fewer than 7 days may not be borrowed. Items will not be purchased or borrowed from other libraries for these users.
Leeds City College students		As arranged on an ad hoc basis

### General Principles of library use

#### Borrowing

- Only items that have formally been issued to a user may be removed from the library.
- Not all library items may be borrowed. Those labelled as *reference* or

designated special collections can only be borrowed in exceptional circumstances by the permission of the library manager. Library staff may at any time withhold from general circulation material that is required by staff or students for a particular assignment.

- The library user is responsible for a borrowed item as long as it remains on their record. If a card is lost or stolen, the user will remain responsible for items issued using it until the library has been informed of the loss.
- Current loan terms are advertised appropriately, and the date items are initially due back will be stamped on each item borrowed.
- Borrowed items may not be taken out of the United Kingdom except with permission from the library manager.

### **Returning**

- All items borrowed must be returned to either a member of staff at the library counter or to the book return box in the café bar.
- If there is a problem with returning an item, users are advised to talk to library staff as soon as possible, so a resolution may be found.

### **Items not in the library**

- Any item on loan to another user can be requested. The person with the item may keep it until the date it is due for return but may not renew it. Students will be informed by text message when a reserved item is available, and the item must be collected within three days.
- Items not in stock may be requested by staff, undergraduate students and postgraduate students. Such requests will be considered for purchase or interlibrary loan in accordance with the Collection Development Policy.
- While there is no formal limit on the number of items that may be purchased or borrowed from another library for students, if an individual makes an excessive number of requests they may be asked to prioritise those they most require.
- Material borrowed from other libraries through the Document Supply Service is subject in each case to the conditions imposed by the lending library. The user will be informed of any specific considerations.

### **Scores for ensemble performance**

#### **Large ensembles: orchestras, choirs, concert bands, SU big band**

- Students cannot borrow large ensemble performance sets on their personal

library card except for the purposes of conducting classes or postgraduate study.

- Official LC ensembles or LC SU ensembles (as determined by the Ensembles Manager or the SU president) will have pads made up for individual players. Each player is responsible for their own music, which will be issued to their own library account.
- Each SU ensemble will appoint a member to liaise with the library and to assist with the making up of pads and the chasing of players who do not return their music.
- Music for performance will be given a return date shortly after the performance date, by arrangement with library staff.
- External ensembles, even when led by a conservatoire member, must be treated as an external user.
- Music is obtained from publishers and commercial hire libraries by the Ensembles Manager or Production Technician. The library will administer the cataloguing and circulation of any such items on request.

### **Small Ensembles**

- Small ensemble music is issued to a single user only.
- A set of parts is considered one item.
- Music for ensembles will not be accepted for return unless all parts are present.
- In the case of small conservatoire ensembles, the user who borrows the set will be responsible for the return of all parts, and an invoice for the replacement of the whole set will be raised against that person if any part is missing.

### **Fees and penalties**

- No fines will normally be charged for items being overdue.
- However, fines will be charged when another user placed a reservation on the item and the item has not been returned by the return date. A fine rate of £1 per day will be charged no sooner than either the item's return date or two days after the reservation is placed.
- Students whose loans are more than five weeks overdue, or that are outstanding at the end of a course, will be invoiced for their replacement, plus a £5 administration fee.
- Any fines that have accrued must be paid, unless evidence of exceptional circumstances is provided.

**Discipline**

Students and staff found in breach of the following etiquette will be disciplined in accordance with the relevant disciplinary policy.

- Users must leave the library up to 15 minutes before closing time, when asked to do so by a member of library staff or security.
- Users should take note of required noise levels in different parts of the library.
- Mobile phones must be switched to silent when entering the library, and phone calls must not be made or answered.
- Eating or drinking is permitted in the library, but items consumed must be appropriate to a library environment. Inappropriate items include hot food, alcohol or excessively smelly food. In case of doubt, the judgement rests with member of library staff on duty. Library users are expected to clean up any rubbish, crumbs, and spills when finished.

**Use of Electronic Resources**

Users must comply with all regulations and licence agreements for software, databases and datasets that are available via the library.

**Procedure****Responsibilities**

Library Manager:

- Overall responsibility for the implementation of the regulations Responsible for technical implementation of lending rules

Library staff

- Responsible for upholding the regulations and communicating them to students

All library users (both students and staff)

- Responsible for following the library regulations.

**Procedure flowchart****Breach of policy (if applicable)**

Users who allow items to become overdue, or who have any unpaid library fines, will not be allowed to borrow further items until they have settled their account.

**Complaints**

Any complaint received relating to the implementation of these rules will be dealt with in accordance with the student complaints procedure.

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