

Birkbeck, University of London

Library regulations

These regulations have been designed to help the Library function efficiently and to ensure that it is a safe and pleasant place where you can study. You must also abide by [Birkbeck IT Regulations](#) and all our licence agreements.

In the event of any infringement of these regulations the Director of Library Services (or designated deputy) may take one or more of the following actions:

- Refer the case to College authorities to be dealt with in accordance with the appropriate disciplinary procedures for students and staff.
- Suspend your borrowing rights at Birkbeck and at other libraries with which Birkbeck Library has agreements.
- Temporary or permanent withdrawal of your Library membership.

1. Membership

1.1 The Library's main aim is to provide learning materials and information to Birkbeck staff and students. Others wishing to use the Library should refer to the Library's admissions information, displayed on the Library website, to determine whether or not they are permitted to use the Library. Priority of access to Library services will be given to members of Birkbeck.

1.2 You must produce a valid Birkbeck ID/Library card each time you wish to use the Library. You must show it to Library staff or other Birkbeck staff if requested to do so.

1.3 If you lose your card or it is stolen, you must report this immediately as follows: Birkbeck staff and students must use ASK to notify Estates and Facilities. Affiliate members of the Library must notify the Library. A charge will be made to replace cards.

1.4 You must not allow your Birkbeck ID/Library card to be used by anyone else.

1.5 If you are eligible to join the Library under more than one category you will be allocated the single type of membership with the most privileges.

1.6 If your personal details change you must update your student/staff profile on MyBirkbeck/ notify the Library as appropriate.

2. Borrowing Library materials

2.1 You are reminded that the unauthorised removal of any item from the Library will be considered to be theft. If you activate the security system, your belongings may be searched.

2.2 You are liable for all items issued on your card. Items remain your responsibility until they appear as returned on the Library system.

2.3 You are responsible for returning items to the Library when they have been requested by another user or when you no longer need them. You should keep self-service receipts as proof of issue or return of Library materials.

2.4 Library notices, including monthly statements of items on loan are sent as a courtesy.

2.5 A daily charge will be made for late return of requested items borrowed from the Library. The current rates of charges are published on the Library website.

2.6 Certain categories of Library materials cannot be renewed, including requested items.

2.7 Items placed in book return bins are not deemed returned until they appear as returned on the Library system. If you return items by post they remain your responsibility until received by the Library.

2.8 If you are a visitor from another institution your borrowing rights may be suspended at the request of your home institution.

2.9 If your Birkbeck Library privileges are suspended or withdrawn, we may pass this information on to other libraries that you are eligible to use.

2.10 If you do not abide by the regulations of other Libraries that you visit under reciprocal schemes you may have your borrowing rights suspended at Birkbeck Library.

3. Loss and damage of Library materials

3.1 You must not damage or deface items.

3.2 If you lose or damage items you will be charged for the cost of replacement plus a processing charge. This is non-refundable.

3.3 You must return all loaned items and clear all outstanding debts before leaving Birkbeck.

3.4 If you fail to return Library materials or clear Library debts, appropriate action will be taken to recover the items or their replacement value.

4. Behaviour

4.1 You are not allowed to eat or drink alcohol in the Library.

4.2 You are not allowed to bring hot food in the Library.

4.3 The Library is intended to be a place for individual study, apart from the Group study area which is intended for group work. You are required to keep noise levels to a minimum to avoid disturbing others. Mobile phones, laptops and other devices may only be used with a personal headset in all individual areas. You may use the Phone Zone to take or receive phone calls.

4.4 With the exception of guide dogs, animals are not allowed in the Library.

4.5 You may bring children less than 16 years of age into the Library, but must ensure they do not disturb other users. Children must remain under the supervision of an adult at all times and are not allowed to use any of the Library's PCs.

4.6 If you bring personal property into the Library this is at your own risk. You should keep valuable possessions with you at all times. Items may be removed if left unattended.

4.7 You must only use the College's electricity to charge equipment related to your studies (e.g. to charge phones or laptops).

4.8 You must evacuate the building immediately on hearing the fire alarm and comply with the instructions given by Library and other College staff.

4.9 You must abide by the current copyright legislation and the terms of the copyright licences held by the College.

4.10 You must treat Library staff and other Library users with courtesy and respect. Please refer to Library Services User Charter.

Students are required to abide by the Student Discipline Policy.
All users should abide by the College's [Dignity at Work and Study Policy](#).

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